



## CKBC Member Club Return To Paddle Plan

**Date:** 29-May-2020; Modified July 4, 2020; Modified September 12, 2020, with changes from previous plan highlighted on September 29, 2020, Swim added Oct 06, MAP Appendix B added Nov. 06, 2020

**Club:** Fort Canoe and Kayak Club

**Submitted by:** Sandra Young

Based on Phase three of BC's opening plan:

"British Columbia is in Phase 3 of the Restart Plan and as of August 24 sport has moved to the "Progressively Loosen" Phase. In this phase there can be a careful increase to the number of contacts and contact intensity in sport."

Page 21 of Via Sport's Return to Sport Guidelines for BC at

<https://www.viasport.ca/sites/default/files/Phase3ReturntoSportGuidelineswebV2.pdf>

As per these provincial guidelines In Phase 3:

- **All guidance related to personal hygiene, cleaning protocols and symptom-screening still apply.**
- FCKC will consider our club a cohort. Cohorts are used for activities in which it is not possible to maintain two metres physical distancing at all times. **When in a cohort, while individuals do not need to maintain physical distancing during sport specific activities, minimized physical contact is still advised.**
- **At least two metres distancing should be maintained between all participants when outside of the field of play** (e.g. dressing rooms, hallways, team benches, staging areas, etc.).
- **Individuals are recommended to wear face masks when outside the training environment when physical distancing may not be possible.**
- As FCKC does not own the dock, we must provide BCS with the first and last names, telephone number, or email address of all participants. This is a requirement of the Ministerial Order.

Basic rules for our participants:

- Dryland training and meetings should occur away from the dock
- Participants must complete a COVID-19 screen before practice. It must be recorded and saved for 30 days.
- Hand sanitizer or wash hands before entering dock
- Maintain 2 meters distancing when possible
- Max 5 people in boathouse at one time
- Recommended to wear face masks outside the training environment when physical distancing not possible

**Fort Canoe and Kayak Club; Sept 12, 2020;**

**Changes from July 4, 2020 plan highlighted on September 29, 2020**



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### 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? | <ul style="list-style-type: none"><li>• Paddlers will come dressed/ready to paddle</li><li>• Only pre-registered program participants, coaches, and volunteers will be allowed entry to Paddlesport Dock Facility.</li><li>• Spectators will be directed to wait away from the dock in public areas.</li><li>• Group sizes will be monitored by coaches, athletes and volunteers. Only the appropriate number of athletes, staff, coaches, and participants will be allowed in any area of the Paddlesport Facility to allow maintenance of 2 metres distancing up to a maximum of 25 in any group.</li><li>• Fort Langley Paddlesport Dock facility, including areas such as Paddlesport Boathouse and Dock, Upper Boathouse, Basement Storage, Athlete Training Centre, and Gas Cage, are shared by 5 user groups. Facility usage will be coordinated amongst all user groups by Bedford Channel Society to ensure appropriate numbers of people and only one club (cohort) is using any area at a time.</li><li>• See plan below for FCKC will coordinate with other users of the Paddlesport Facility.</li></ul> |
| What is the arrival and departure process?                              | <ul style="list-style-type: none"><li>• We request participants arrive no more than 15 minutes before practice and wait at the top pf the Paddlesport Dock Ramp and leave no later than 15 minutes after practice.</li></ul>   |

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|  | <ul style="list-style-type: none"><li>• All registrants will check-in at the top of the Paddlesport Dock Ramp before entering the facility.</li><li>• Check-in will be conducted by a Coach or designated FCKC volunteer.</li><li>• Check in will include:<ul style="list-style-type: none"><li>◦ COVID screening by coaches or by BC Thrive app (<a href="https://bc.thrive.health">https://bc.thrive.health</a>).</li><li>◦ Sanitizing of hands</li></ul></li><li>• Athletes will enter/leave the Paddlesport Dock one at a time.</li></ul>   |
| Access to areas away from the Paddlesport Dock | <ul style="list-style-type: none"><li>• All FCKC activity away from the Paddlesport Dock Facility will include similar screening, handwashing, distancing, group size, and sanitization practices as those at the dock, while considering the rules of the specific facility.</li><li>• If athletes train at any outside venue (e.g., park, track, etc..) they will work to maintain two meters physical distancing when possible. Athletes will not be required to wear nonmedical face masks while participating in dryland training but are recommended to wear masks during practice, when not training, in areas where they cannot maintain two meters distancing.</li><li>• If athletes train at a pool, the facility's guidelines will be followed. Appropriate numbers of athletes swimming will be the number that can swim at a distance of at least two meters when possible. Athletes will not be required to wear a mask while</li></ul> |



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|  | <p>swimming. (See attached COVID swim practice protocol.)</p> <ul style="list-style-type: none"> <li>• If the Athlete Training Centre (ATC) opens, appropriate numbers of athletes training will be the number that can train at a distance of at least two meters, with a preference for 4 meters. Athletes will not be required to wear nonmedical face masks while participating in dryland training but are recommended to wear masks during practice, when not training, in areas where they cannot maintain two meters distancing.</li> </ul> |
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### Facility Scheduling

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| How are you going to schedule program space with other sport groups who are moving outside? | <ul style="list-style-type: none"> <li>• FCKC will coordinate with FLCC to be able to share the Paddlesport boathouse. <ul style="list-style-type: none"> <li>◦ FCKC will initially enter the Paddlesport boathouse from the North door and move boats and gear through the East door, launching boats off the north side of the Paddlesport dock.</li> <li>◦ FLCC will initially enter the boathouse through the South door and move boats and gear through the West door, launching boats off the new dock.</li> <li>◦ Max 5 people allowed in the boathouse at any one time.</li> </ul> </li> <li>• FCKC will share the Paddlesport Dock outside the boathouse with the Rowing clubs. Tape will be placed down the</li> </ul> |
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|  | <p>middle of the dock, with Rowers using the area East of the tape and FCKC using the area West of the tape. The area at the bottom of the dock ramp will be viewed as a neutral area for both groups to move boats up and down the ramp, but no gathering will occur here.</p> |
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### Facility Limitation

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| What non-essential areas of the club are you limiting?               | <ul style="list-style-type: none"> <li>• Athlete Training Center (ATC) is closed, including gym, washrooms, showers and office until entry is approved by Bedford Channel Society (BCS) and The Township of Langley (TOL).</li> <li>• If gym, office and washroom are opened, FCKC, BCS and TOL distancing and cleaning protocols will be followed.</li> <li>• We will not use the showers until phase 4.</li> </ul>   |
| Will you have a washroom access policy/limitation?                   | <ul style="list-style-type: none"> <li>• Public washrooms will be available and are limited to one person at a time.</li> <li>• For summer programs, participants will be guided to the washroom by a coach. Only one participant is allowed in the washroom at a time. Others will wait outside, in a line, 2 meters apart.</li> <li>• Participants will be reminded to wash their hands after using the washroom and use hand sanitizer prior to returning to the Paddlesport Dock.</li> </ul> |
| How will you maintain cleanliness and sanitization of your washroom? | <ul style="list-style-type: none"> <li>• Washroom is a public facility. It is not possible for FCKC to maintain</li> </ul>   |

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|   | <p>sanitization of this facility. TOL staff clean the facility on a daily basis.</p>   |
| Where are you going to put up signage about hand washing?   | <ul style="list-style-type: none"> <li>Signs have been posted by the TOL on the washroom door and beside the sink in all washrooms.</li> </ul> |
| Our club agrees to provide appropriate sanitization products, soaps, hand sanitizers and other disinfecting supplies. | <ul style="list-style-type: none"> <li>Agreed</li> </ul>   |
| We will close change rooms and showers.   | <ul style="list-style-type: none"> <li>Agreed</li> </ul>   |
| What other areas of the club may need to be "limited"?  | <ul style="list-style-type: none"> <li>Upper Boathouse, Basement Area, Gas cage, and Athlete Training Centre (ATC). See plan below.</li> </ul> |

### Shared Facilities

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| How are you going to manage shared facilities with other stakeholders?                      | <ul style="list-style-type: none"> <li>Bedford Channel Society (BCS) manages the water sport facility for the Township of Langley (TOL). BCS will coordinate the user groups plans, along with their own guidelines and enforce how user groups are following all guidelines and plans.</li> <li>See earlier notes regarding sharing of Paddlesport Dock and Boathouse amongst user groups.</li> <li>As FCKC is not the owner/operator of the sport facility we use, we will provide the facility operator (Bedford Channel Society) with the first and last names, and telephone number or email address of all participants. This is a requirement of the Ministerial Order.</li> </ul> |
| What guidelines and/or considerations are being made in working with partners or suppliers? | <ul style="list-style-type: none"> <li>Bedford Channel Society (BCS) manages the water sport facility for the Township of Langley (TOL). BCS will create and submit a facility COVID plan which will supersede the user groups' plans.</li> </ul>   |

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|  | <ul style="list-style-type: none"> <li>• Our municipality, the Township of Langley (TOL), will provide the final approval of all plans for the Paddlesport Dock Facility.</li> <li>• BCS will enforce how user groups are following their submitted plans.</li> <li>• All user groups at our facility will be following similar plans as per their Provincial Sport Organization (PSO) guidelines. User groups will work together to best manage the space cooperatively.</li> <li>• Training schedules will be submitted to and coordinated by Bedford Channel Society.</li> <li>• All BCS guidelines, as approved by TOL, will be followed.</li> <li>• All provincial and municipal health and safety guidelines will be followed.</li> </ul> |
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## Participant Considerations

### Group Size(s)

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| What are your group size considerations? | <ul style="list-style-type: none"> <li>• As of August 24, 2020, as recommended by Via Sport, the provincial government and Canoe Kayak BC, group size is set to a maximum of 25 (this includes participants &amp; coaches) as long as groups can maintain physical distancing.</li> <li>• The rule of two must be adhered to and a consideration in group size.</li> <li>• Group sizes as per the BC Provincial Health Order are a maximum of 50</li> <li>• Group sizes on the Paddlesport Dock will take into account the number of individuals who can be on the dock while still maintaining physical</li> </ul> |
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|  | <p>distancing, up to a maximum of 25 participants.</p> <ul style="list-style-type: none"><li>• Participants are recommended to wear nonmedical face masks when outside the training environment when physical distancing cannot be maintained.</li><li>• Paddlesport Boathouse: Maximum 5 participants with preference for the least number necessary to complete the task. Paddlesport Boathouse only to be used for retrieval and storage of boats and equipment. No gathering.</li><li>• Upper Boathouse: Maximum 5 participants with preference for the least number necessary to complete the task. Upper Boathouse only to be used for retrieval and storage of boats and equipment. No gathering.</li><li>• Basement Area: Maximum 5 participants, with preference for the least number necessary to complete the task. Basement area only to be used for retrieval and storage of boats, boat repair, and retrieval and storage of items from the storage cage. No gathering.</li><li>• Gas cage: Maximum 1 participant will be allowed in the Gas Cage at one time. Gas cage will only be used for retrieval and storage of fuel. No gathering.</li><li>• If the Athlete Training Centre (ATC) opens, appropriate numbers of athletes training will be the number that can train at a distance of at least two meters, with a preference for 4 meters. Athletes will not be required to</li></ul> |
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|  | <p>wear nonmedical face masks while participating in dryland training but are recommended to wear masks during practice, when not training, in areas where they cannot maintain two meters distancing.</p>   |
| Health Screens - how will you store your documentation of participant health questionnaires? | <ul style="list-style-type: none"> <li>• Paper COVID-19 screens will be stored (confidentially) by a club COVID-19 response team member for a minimum of 30 days.</li> <li>• For those using the Thrive app, we will record their completion and store for 30 days.</li> <li>• Records of all participants who screen negative for COVID-19 and attend programs will be kept online in CKC registration system and/or in a binder kept by a coach or volunteer.</li> </ul> |

### Hand Washing and Hygiene

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| As a club we will provide appropriate hand sanitization products.                             | <ul style="list-style-type: none"> <li>• Agreed</li> </ul> |
| As a club we will encourage frequent hand washing by all participants, coaches, members, etc. | <ul style="list-style-type: none"> <li>• Agreed</li> </ul> |

### High Risk Populations

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| What considerations are being met for high risk populations? | <ul style="list-style-type: none"> <li>• Individuals from high risk populations (e.g., older people with chronic health conditions such as diabetes, heart disease and lung disease) will be advised to contact their health provider before participating in any programs. We will provide them with additional health and safety equipment upon request.</li> </ul> |
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|  | <ul style="list-style-type: none"><li>• We will allow withdrawal from programs at any point in the event a participant no longer feels safe due to health issues.</li></ul> |
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### 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. | <ul style="list-style-type: none"><li>• Agreed</li></ul>  |
| How will your club track non-compliant members?                             | <ul style="list-style-type: none"><li>• All club members will be asked to abide by the COVID-19 Code of Conduct. In the event a participant is non-compliant to your Club's policies and/or guidelines the following call to action will be in place:<ol style="list-style-type: none"><li>1. Warning to the participant.<ol style="list-style-type: none"><li>a. If the participant is warned for the third time in a paddling session, they must be removed from the session immediately.</li></ol></li><li>2. Written email to the participant.</li><li>3. Suspension of club privileges until further notice.</li></ol></li></ul> |

### 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. | <ul style="list-style-type: none"><li>• Agreed</li></ul> |
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### Refund Policy

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| What is your refund policy? | <ul style="list-style-type: none"><li>• In the event that a participant no longer feels safe and would like to remove themselves from a 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</li></ul> |
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|  | is to cover all banking, credit card and administrative expenses. |
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### Sickness Policy

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| We will ensure all participants agree to the sickness Policy (Policy #3 – see below). | <ul style="list-style-type: none"> <li>Agreed</li> </ul> |
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## 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). | <ul style="list-style-type: none"> <li>Agreed</li> </ul>  |
| Who is responsible for cleaning your facilities (other than paddling equipment)?  | <ul style="list-style-type: none"> <li>Staff members and/or athletes will be required to clean commonly touched surfaces in the boathouse before and after each program.</li> </ul>                       |
| Who is responsible for cleaning shared and personal on-water paddling equipment?  | <ul style="list-style-type: none"> <li>All participants will be given appropriate cleaning supplies to clean all equipment used in that session, under the supervision of paid coaching staff.</li> </ul> |
| What is the amount of time we need between scheduled programs to ensure adequate time for facility and equipment to be disinfected properly?                                  | <ul style="list-style-type: none"> <li>15-30 minutes between sessions.</li> </ul>   |
| How many Hand Wash stations will you provide and list their locations. (a minimum of at least 2 hand wash stations are required)  | <ol style="list-style-type: none"> <li>Public washroom attached to ATC</li> <li>Faucet on Paddlesport Dock</li> <li>If opened, the ATC washroom would be used</li> </ol>                                  |

### 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? | <ul style="list-style-type: none"> <li>• During registration, all participants will be required to accept COVID-19 guidelines and policy documents.</li> <li>• Following registration each participant will be emailed a copy of the guidelines and policies.</li> <li>• All guidelines and policies will be posted in the Paddlesport Boathouse with a summary of main points.</li> <li>• COVID-19 Guidelines will be posted on the FCKC website, Facebook page and Instagram page.</li> <li>• On their first session, all participants will be briefed on guidelines and policies.</li> <li>• A virtual video meeting will be held with parents and athletes to update on COVID guidelines and policies in June 2020.</li> </ul> |
| How will you ensure staff understand their "right to refuse unsafe work" (WorkSafe BC Requirement)?   | <ul style="list-style-type: none"> <li>• Outlined in employment contract</li> </ul>  |

### Programming

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| What type(s) of programming are we going to do at this time? | <ul style="list-style-type: none"> <li>• Recreational, community based and competitive training programming (all members pre-registered in CKCmember registration system)</li> <li>• As of August 24, 2020 and as long as we remain in Phase three of reopening, an increase in the intensity of training will occur.</li> <li>• Non-paddling activities, such as warm-ups, dryland training and meetings, will be conducted off the Paddlesport Dock.</li> <li>• Preference will be for outdoor areas for off-water training when possible and two meters apart.</li> </ul> |
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| We agree to not have any non-member or drop in programs at this time? | <ul style="list-style-type: none"> <li>• Agreed</li> </ul> |
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### 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. | <ul style="list-style-type: none"> <li>• Agreed</li> </ul> |
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### 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.                   | <ul style="list-style-type: none"> <li>• Agreed</li> </ul> |
| Each coach is responsible for wiping down coach equipment (motor boat, handles, watches etc.)  | <ul style="list-style-type: none"> <li>• Agreed</li> </ul> |
| Each participant entering the facility is responsible for wiping down surfaces that they have touched.   | <ul style="list-style-type: none"> <li>• Agreed</li> </ul> |
| Each participant is encouraged to use hand sanitizers before entering the facility and after each activity (paddling, weight training, using restroom, etc.) | <ul style="list-style-type: none"> <li>• Agreed</li> </ul> |
| Club will provide cleaning products (e.g., lysol wipes, cleaning solutions and bucket & rags) for individuals to use.  | <ul style="list-style-type: none"> <li>• Agreed</li> </ul> |

### Staffing

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| How many coaches/activity leaders do you need to deliver each of your programs? | <ul style="list-style-type: none"> <li>• Minimum of one coach/activity leader at a time if program includes multiple athletes (consider rule of two).</li> <li>• Minimum of two coaches to deliver summer camp and other recreational programs</li> </ul> |
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|   | <ul style="list-style-type: none"> <li>Maximum of two coaches in a safety boat to maintain two meters physical distancing.</li> </ul>   |
| How many should be working at one time?   | <ul style="list-style-type: none"> <li>The number of staff working depends on the group size and available space, up to a maximum of 25 participants.</li> </ul>  |
| What are your staff hygiene protocols?  | <ul style="list-style-type: none"> <li>As per work safe BC guidelines: <ul style="list-style-type: none"> <li>We have provided adequate hand-washing facilities on site for all workers and ensured they are visible and easily accessed.</li> <li>Employees must wash their hands or use hand sanitizer upon arriving for work, before and after breaks, before and after handling shared equipment.</li> <li>We have cleaned the Paddlesport boathouse and removed any unnecessary tools or equipment that may elevate the risk of transmission. If the ATC opens, no shared items, such as coffee makers, fridges, microwaves, or utensils and plates will be used.</li> </ul> </li> </ul> |
| What is your staffing plan in the event a coach/staff member gets sick and has to self-isolate? | <ul style="list-style-type: none"> <li>Additional coaches will be scheduled in case of coach illness.</li> <li>A list of additional substitute coaches has been created to ensure coaching coverage in case of illness.</li> <li>Parent volunteers who have cleared a vulnerable populations criminal record check will act as supervisors for training when necessary.</li> </ul>  |

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|  | <ul style="list-style-type: none"> <li>If no coaches or substitutes are available, practice will be cancelled.</li> </ul> |
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### Sport Modifications

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| 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?  | <ul style="list-style-type: none"> <li>Coaches have been implementing a gradual return to training with a focus on recreation and athlete well-being.</li> <li>As we progress, an increase in intensity will occur.</li> <li>Coaches will follow CKC LTAD guidelines.</li> </ul> |
| As of August 24, 2020, in phase three of BC's return to sport plan, crew boats are permitted. -We will paddle with people in crew boats, but they must be from our own club, not outsiders, or other clubs | <ul style="list-style-type: none"> <li>Agreed</li> </ul>   |
| Maintain physical distancing while on water and paddling with the exception of a rescue and paddling in crew boats.  | <ul style="list-style-type: none"> <li>Agreed</li> </ul>   |
| Do any of your sport modifications change the nature of your activity to a point you need to have it reviewed by the insurer?  | <ul style="list-style-type: none"> <li>No</li> </ul>   |

### Safety Plan

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| Club Safety Plan | <ul style="list-style-type: none"> <li>See the COVID-19 Appendix to the FCKC 2020 Safety Manual.</li> </ul> |
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### 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. | <ul style="list-style-type: none"> <li>Agreed</li> </ul>  |
| Our club agrees 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  | <ul style="list-style-type: none"> <li>Agreed,</li> </ul> |

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| <p>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”</p>  |  |
| <p>As a club we agree to abide by Policy #2 - Outbreak Policy</p> <p>“An “outbreak” is two or more cases; a “case” is a single case of COVID-19.</p> <ol style="list-style-type: none"> <li>1. Identify the roles and responsibilities of staff or volunteers if a case or outbreak is reported.</li> <li>2. If staff (including volunteers) or a participant reports they are suspected or confirmed to have COVID-19 and have been at the workplace/activity place, implement enhanced clearing measures to reduce risk of transmission. If you are not the facility operator, notify the facility right away.</li> <li>3. Implement the aforementioned illness policy and advise all club members to:             <ol style="list-style-type: none"> <li>a. Monitor symptoms daily using the COVID-19 Self-Assessment Tool to help determine if further assessment or testing for COVID-19 is needed.</li> <li>i. Individuals can contact 8-1-1 if further health advice is required and 9-1-1 if it is an emergency.</li> <li>ii. Individuals can learn more about how to manage their illness at <a href="http://www.bccdc.ca/healthinfo/diseases-conditions/covid-19/about-covid-19/if-you-are-sick">http://www.bccdc.ca/healthinfo/diseases-conditions/covid-19/about-covid-19/if-you-are-sick</a></li> </ol> </li> <li>4. In the event of a suspected case or outbreak of influenza-like-illness, immediately</li> </ol> | <ul style="list-style-type: none"> <li>• Agreed</li> </ul> |

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| <p>report and discuss the suspected outbreak with the Medical Health Officer (or delegate) at your local health authority. Call 8-1-1. Implement the illness policy and enhanced cleaning measures.</p> <p>5. In the event your club is contact by a medical health officer in the course of contact tracing, cooperate with local health authorities."</p>  |  |
| <p>As a club we agree to abide by Policy #3 - Sickness Policy</p> <p>"In this policy, "Team Member" includes any employee, contractor, volunteer, participant, parent/spectator.</p> <p><b>1. Inform an individual in a position of authority (coach, team manager, program coordinator) immediately if, you feel any symptoms of COVID-19</b> such as fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue, loss of appetite, nausea, or diarrhea.</p> <p><b>2. Assessment</b></p> <p>a. Team members must review the self-assessment signage located throughout the facility each morning before their shift/practice/activity to attest that they are not feeling any of the COVID-19 symptoms.</p> <p>b. If Team Members are unsure please have them use the BC COVID-19 Self-Assessment tool at <a href="https://bc.thrive.health/covid19/en">https://bc.thrive.health/covid19/en</a></p> <p>c. Managers/Coaches may visually monitor Team Members to assess any early warning signs as to the status of their health and to touch base on how they are regarding their personal safety throughout the workday/practice/activity.</p> | <ul style="list-style-type: none"> <li>• Agreed</li> </ul> |

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## CKBC Member Club Return To Paddle Plan

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| <p><b>3. If a Team Member is feeling sick with COVID-19 Symptoms</b></p> <p>a. They should remain at home and contact Health Link BC at 8-1-1.</p> <p>b. If they feel sick and/or are showing symptoms while within the sport environment, they should be sent home immediately and contact 8-1-1 for further guidance.</p> <p>c. No Team Member may participate in a practice/activity if they are symptomatic.</p> <p><b>4. If a Team Member Tests Positive for COVID-19</b></p> <p>a. Follow the direction of health officials</p> <p><b>5. Quarantine or Self-Isolate if:</b></p> <p>a. You have travelled outside of Canada or the Province within the last 14 days.</p> <p>b. You have come into close contact with someone who has tested positive for COVID-19.</p> <p>c. You have been advised to do so by health officials."</p> |  |
| <p>As a club we agree to abide by Guideline #5 - Sport Modification Policy</p> <p>"The following modifications must be adhered to during COVID-19 RTP:</p> <p>1. Physical distancing is suggested throughout your cohort (club) but it is possible to work in closer proximity when required (ie. team boat practices, wash riding etc.).</p> <p>2. Wash riding is permitted as needed during training.</p> <p>3. Single boats unless you are paddling with someone from the same cohort (club). Team boats are permitted for athletes from the same club, and skill level. It is suggested that the same team boat combinations remain the same throughout training &amp; competition.</p>  | <ul style="list-style-type: none"> <li>• Agreed</li> </ul> |

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| <p>4. Maximum groupings of 25 (including coaches and athletes).</p> <p>5. Training and practices are on-going, and competitions will be at the discretion of Canoe Kayak BC. Any and all competitions must be sanctioned by Canoe Kayak BC.</p> <p>6. The 'Rule of Two' must be adhered to."</p>   |  |
| <p>As a club we agree to abide by Policy #4 - Return to Paddle Education Policy and will create a policy for our club on return to paddle education.</p> <p>"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.</p> <p>Examples of ways to communicate include:</p> <ul style="list-style-type: none"> <li>• Participant Info Sheet</li> <li>• Email</li> <li>• Website</li> <li>• Webinar</li> <li>• Pre-paddle meeting"</li> </ul>  | <ul style="list-style-type: none"> <li>• Agreed</li> </ul> |
| <p>As a club we agree to abide by Policy #5 - Non-Compliance to COVID-19 Related Policies and Guidelines and will enforce this policy with participants</p> <p>"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:</p> <ol style="list-style-type: none"> <li>1. Warning to the participant.             <ol style="list-style-type: none"> <li>a. If the participant is warned for the third time in a paddling session, they must be removed from the session immediately.</li> </ol> </li> <li>2. Written email to the participant.</li> <li>3. Suspension of club privileges until further notice."</li> </ol> | <ul style="list-style-type: none"> <li>• Agreed</li> </ul> |

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| <p>As a club all our participants will agree to Policy #6 - COVID-19 Code of Conduct prior to any participation</p> <p><b>"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:</b></p> <ul style="list-style-type: none"><li>• I acknowledge that I have read and agree to all the Return to Play Guidelines as outlined by my club and its governing bodies.</li><li>• 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 <b>10</b> days.</li><li>• I agree to stay home if feeling sick, and remain home for <b>10</b> days if experiencing Covid-19 symptoms.</li><li>• I agree to sanitize my hands upon entering and exiting the club facility, with hand soaps <b>or</b> sanitizers.</li><li>• I agree to sanitize the equipment I use throughout my practice with approved cleaning <b>products</b> 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.).</li><li>• 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.</li><li>• 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. <b>In the event I participate in a multi-person boat, it will be my responsibility to monitor my cohort.</b></li><li>• I agree to not share any equipment during practice times.</li></ul> | <ul style="list-style-type: none"><li>• Agreed</li></ul> |
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| <ul style="list-style-type: none"> <li>• I agree to communicate with my club/coach/athletes, if I feel there are items that need to be sanitized before use.</li> <li>• I agree to abide by all of my Clubs COVID-19 Policies and Guidelines.</li> <li>• 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.</li> <li>• I acknowledge that continued abuse of the policies and/or guidelines may result in suspension of my club membership temporarily.</li> <li>• I will abide by the scheduling set out by my coach to ensure that only 4 athletes are in the facility at <b>one</b> time.</li> <li>• I acknowledge the risk associated with COVID and participating in paddling programming at this time.</li> </ul>  |  |
| <p>Our club agrees to abide by Guideline #1 - Facility Access Guidelines</p> <p>"The following facility access guidelines are required to be implemented by all member clubs:</p> <ol style="list-style-type: none"> <li>1. A thorough cleaning of the facility must be done before any participants access the facility for the first time.</li> <li>2. All Members, Staff, and Participants will have completed RTP Questionnaire, and are cleared to enter the facility.</li> <li>3. Clubs must provide access to approved hand sanitizers and soaps for participants.</li> <li>4. Only 5 participants in the facility at a time, and physical distancing is required.</li> <li>5. All users must wipe down surfaces that you use personally (door handles, switches, paddles, boats etc.).</li> <li>6. All Members, Staff, and Participants will continue to practice physical distancing from</li> </ol> | <ul style="list-style-type: none"> <li>• Agreed</li> </ul> |

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| <p>others during their practice times (remain 2m away at all times).</p> <p>7. When possible continue to wear masks/gloves if you have them.</p> <p>8. If needed: Sneeze and cough into your sleeve.</p> <p>9. If you use a tissue, discard immediately and wash your hands afterward.</p> <p>10. Avoid touching your eyes, nose or mouth.</p> <p>11. Refrain from using communal fridges at this time.</p> <p>12. Refrain from sharing personal equipment (water bottles, clothing, paddling equipment, etc.).”</p>   |  |
| <p>As a club we agree to abide by Guideline #2 - Cleaning and Disinfecting Guidelines</p> <p>“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.</p> <p>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:<br/> <a href="https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html">https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html</a><br/> <a href="http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf">http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf</a></p> <p>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).</p> | <ul style="list-style-type: none"> <li>• Agreed</li> </ul> |



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| <p>4. Frequent washing of hands with soap and water or use alcohol-based hand sanitizer after removing gloves.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>8. Athletes &amp; Coaches are responsible for wiping down their equipment before and after use. This includes paddling equipment, as well as, weight training equipment or other equipment around the facility (i.e., tables, chairs, lockers/cubbies, eating utensils etc.)”</p> |  |
| <p>As a club we agree to abide by Guideline #3 - Shared Equipment Guidelines.</p> <p>“1. Clubs must provide appropriate cleaning materials for wiping down shared equipment.</p> <p>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.</p> <p>3. No sharing of equipment during paddle sessions.</p> <p>4. Each individual (athlete/coach) is responsible for wiping down their equipment</p>  | <ul style="list-style-type: none"> <li>• Agreed</li> </ul> |





## CKBC Member Club Return To Paddle Plan

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| <p>(boat, paddle, seat, knee block etc.) before AND after use.</p> <p>5. Each coach is responsible for wiping down coach equipment (motor boat, handles, watches etc.).</p> <p>6. Each participant entering the facility is responsible for wiping down surfaces that they have touched.</p> <p>7. Each participant is encouraged to use hand sanitizer before entering the facility and after each activity (paddling, weight training, using restroom, etc.).</p> <p>8. Club will provide cleaning products (e.g., Lysol wipes, cleaning solutions and bucket &amp; rags) for individuals to use.”</p>  |  |
| <p>As a club we agree to abide by Guideline #4 - Health and Wellness Questionnaire.</p> <p>“1. Have you had any of the following symptoms in the last 10 days: 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.</p> <p>2. Have you been in close contact or cared for anyone with the above symptoms in the last 10 days?</p> <p>3. Have you travelled outside of Canada within the last 14 days.</p> <p>4. Alternatively you can have your members use the BC COVID-19 Self-Assessment tool at <a href="https://bc.thrive.health/covid19/en">https://bc.thrive.health/covid19/en</a>”</p> | <ul style="list-style-type: none"> <li>• Agreed</li> </ul> |
| <p>As a club we acknowledge Canoe Kayak Canada's Return to Paddle guidelines and agree to abide by these as well.</p> <p>“<a href="https://canoekayak.ca/covid-19/">https://canoekayak.ca/covid-19/</a>”</p>  | <ul style="list-style-type: none"> <li>• Agreed</li> </ul> |

### COVID-19 Response Team

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## CKBC Member Club Return To Paddle Plan

### President/Commodore

|              |                         |
|--------------|-------------------------|
| Sandra       | Young                   |
| 778-808-4839 | commodorefckc@gmail.com |

### COVID-19 Response Team Member #1

|              |                          |
|--------------|--------------------------|
| Kirsten      | Charlesworth             |
| 604-818-0911 | fortcanoekayak@gmail.com |

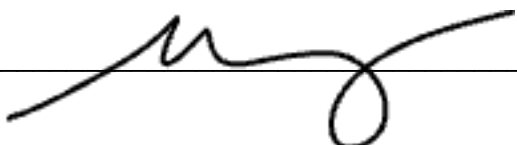
### COVID-19 Response Team Member #2

|              |                     |
|--------------|---------------------|
| Kris         | lepianka            |
| 819-598-2479 | fckccoach@gmail.com |

### Acknowledgement and Agreeance to Compliance

I Sandra Young 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: Sandra Young, Commodore FCKC

Signature: 

Date: September 12, 2020



## CKBC Member Club Return To Paddle Plan

### **Appendix A**

#### **Fort Canoe and Kayak Club's (FCKC) COVID-19 swim practice protocol:**

While attending swim practice at The Aldergrove Credit Union Community Centre, WC Blair, Walnut Gove Pool, all athletes and coaches will observe COVID-19 hygiene principals, including:

- Avoid touching eyes, nose, and mouth.
- Covering mouth and nose with a disposable tissue or the crease of the elbow when sneezing or coughing.
- Not sharing water bottles.
- Not eating food at the swim facility.
- Maintain physical distance of 2 meters when possible.

Only athletes who are members of FCKC's sprint teams and their coach(es) will be part of any swim practice, meaning the same group of athletes will be present for each training session.

Groups at practice should not exceed 25 people including athletes, coaches, and attending FCKC volunteers and FCKC staff.

If coaches need to be closer than 2 meters from athletes, they should wear a mask.

During swim practice, athletes, coaches and attending volunteers or staff should:

- bring minimal personal items and clothing to practice.
- fill personal water bottles at home.
- arrive at the facility no more than 15 minutes ahead of the scheduled start of the training.
- wash hands or use hand sanitizer for at least 20 seconds upon arrival at the facility and after leaving
- carry a personal supply of hand sanitizer (>60% alcohol) for use as needed before, during and after training.
- if not driving themselves, swimmers should be dropped off outside the facility. Drivers should remain in their vehicles and at a safe distance from others for the duration of the training session.
- only swimmers and required staff (coach, staff or volunteer) should enter the facility. No additional spectators/parents on the pool deck.
- Arrive at the facility already in their bathing suit
- be encouraged to practice good pool hygiene by showering at home before and after swimming.
- showers prior to entering the pool should be mandatory only if a shower is available near the pool deck (without the need to enter the changing room).
- bring personal bags on deck and place belongings on designated spots along fence line. Bags should be stored separately, with adequate space between each member's items.

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- follow all facility protocols (pathway to pool, changeroom or other training facilities) and follow the most direct pathway to pool
- When swimming in lanes, athletes should maintain physical distance, with maximum 4 athletes in each lane, swimming in the middle of the lane and athletes using lanes in one direction only if possible.
- in general, leave pool set-up such as putting in lane ropes and backstroke flags to the facility to complete. Where this is not possible, hand washing should occur before and after setting up the equipment.
- not congregate around whiteboards. Coaches should only use whiteboards if permitted by the facility. Coaches should bring a personal whiteboard kit (markers, erasers and wipes to disinfect board) for their own individual use, if needed. Whiteboard kits should not be shared.
- avoid sharing training and/or hand-held equipment. Clean any equipment used with disinfecting wipes pre and post training session.
- leave the facility as quickly as possible following the conclusion of the training session.
- go directly to their vehicle when leaving the facility.
- Athletes/club members should arrive as ready as possible for their event as groups will not be allowed into the facility until 5 minutes prior to their start time.
- Athletes/club members are asked to wait at their cars until it is their time to check in to the facility to allow for physical distancing (registrants must enter and exit through the main gates)
- A lifeguard will meet the user groups and allow them access to the pool area once it is time for their session
- The entire group (athlete/club members and coaches) needs to enter the pool at the same time
- No spectators will be allowed into the pool area
- Athletes/club members will have 5 minutes to leave the facility once their rental session has ended
- Athletes/club members are to exit through the main gates through which they entered
- Athletes will check in with the Coach prior to entering the facility. The Coach will document the Covid Facility User Attendance Sheet for submission to the Township of Langley for contact tracing
- Maximum of 4 swimmers per lane. Maximum of 24 swimmers in the water. Maximum of 2 coaches on deck and can not exceed 50 persons including lifeguards.



## **CKBC Member Club Return To Paddle Plan**

### **Appendix B**

#### **Fort Canoe and Kayak Club's (FCKC) COVID-19 Safety and Sanitation Activity Protocol for MAP Sports Box:**

##### **Before Activity Begins**

1. Attendance Tracker & Screener (we suggest they are the same person) arrive at the box first and set up at the ingress point. Max 15 minutes before scheduled time.
  - i. Ensure that every athlete and Coach has filled out the online Covid screener so that it can be email to TOL Covid Tracking email later as per other protocols [mcovid-attendance@tol.ca](mailto:mcovid-attendance@tol.ca)
2. Coach or Senior Athlete nominee checks in with Screener and Attendance Tracker with their sanitation supplies.
  - i. Disinfect any high-touch surfaces, including gates, posts. Hang hand sanitizer bottle at the entrance to the box for all participants.
3. Coach makes sure they have gloves, masks and first aid kit available in case of injury.
4. Players arrive at the box ready to go, with shoes on, no more than 15 minutes before scheduled time.
5. All athletes enter the MAP Sports Box as directed on the attached map
6. MAP Sports Box will be used for dry land training and conditioning
7. Pre-registration is required
8. Must wear a mask if cannot maintain 2m physical distancing
9. No Spectators
10. Athletes must bring a pre-filled water bottle that can not be shared with others
11. There is a pit toilet located @ the SE Corner of the sports box available to participants.

##### **During Activity**

12. Attendance Tracker & Screener continues to monitor for new participants. There can be no more than 20 people in attendance.

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## **CKBC Member Club Return To Paddle Plan**

13. Coach or Senior Athlete nominee continues to make sure participants are using hand sanitizer on a regular basis.
14. Coach makes sure participants are maintaining their distance from each other.

### **After Activity**

15. Athletes exit as directed on attached map of McLeod Sports Box
16. Online Covid screener emailed to TOL COVID Attendance Tracking email: [mcovid-attendance@tol.ca](mailto:mcovid-attendance@tol.ca)
17. Coach or Senior Athlete nominee uses disinfectant to clean high touch surfaces, including team equipment. Gathers rest of sanitation supplies and places into Sanitation Bucket.
  - i. Coach emails [fortcanoekayak@gmail.com](mailto:fortcanoekayak@gmail.com) if any of their supplies are running low.
18. Everyone is to be out of the box parking lot 10 minutes after the scheduled end of the activity.