



# Toronto Sailing & Canoe Club

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## **Safety and Sanitary Protocols for Covid-19 - TS&CC Stay at Home with Additional Restrictions 2021.04.18**

The Province of Ontario has modified the Shutdown Zone legislation that the Stay at Home restrictions apply to. These modifications completely shut down the entire TS&CC facility for all purposes of any type except for mandatory maintenance, emergencies and safety. These measures are to be adhered to by all staff and members. These measures are derived from the Stay at Home regulations, the Shutdown Zone regulations and the regulations which modify the Shutdown Zone published by the Province on 2021.04.17.

This document describes how we are to conduct ourselves relative to our buildings and facilities. They are specifically entry and use protocols, with measures for daytime and nighttime use, where a condition requiring attention permits us to be in our facility. Being in our facility is defined as being on the inside of our main gate.

*Please note that this document leaves many procedures in place which would only rarely be used during stay at home with additional restrictions. They are left here should they be needed and are not to be considered an invitation for general use.*

Employees are allowed on site for mandatory maintenance which if not done has the potential to be a problem and for safety/emergency conditions.

Members are allowed on site to perform a corrective action to render something safe, to inspect something that may possibly be an issue if left unattended and to correct such an issue should it be found to exist. The member must be accompanied by staff when doing so, following all social distancing and protective equipment requirements. The general manager and the harbour master are your first point of contact to arrange this. Access to the facility (passage past the main gate) is for these reasons only. The facility is otherwise completely closed.

We understand that people may have left something in a partially complete state which could become unsafe or otherwise pose a risk of damage and ask that you make this arrangement at your earliest convenience should this be the case.

The use of any amenity on site is only allowed during such a condition requiring physical presence on site, and, only by the posted procedures.

Emergency situations always override these rules where absolutely necessary.

**When a member is on site, masks for general use must be worn and should be of the type which block droplets. These are the typical blue mask or equivalent. We do**

**recommend where possible people now use the KN/N-95 types (un-vented) as the covid variants are much more transmissible.**

**For all TS&CC sanctioned work (mandatory maintenance, safety/emergencies), the KN/N-95 type mask is mandatory.**

**As some necessary TS&CC maintenance tasks may have proximity issues, we will have additional PPE available to meet the requirements.**

As we do not have lavatory and first aid facilities separated for members, contractors or other persons, coupled with much of our recreational equipment and lock up being in the Vanguard shed, strict protocols are in place for access to these areas should it be required.

If for any of the procedures below or for any disinfect-before-and-after-use action there are no supplies to safely allow that action to happen, STOP. Do what is necessary to guarantee protection of all and then continue.

***Unless otherwise specified in this document, equipment, dock, boat, boat-rack and tarmac refer to the item in a generic sense, that is, all such items whether for paddling, sailing or use under power.***

### **Entry to the Main Gate and Arrival at the Facility**

The main gate shall remain closed at all times except for authorized entry. As the facility is completely closed, such entry must meet the conditions set out above with no exceptions.

As you enter the main gate, the outside handle and button pad are public facing, you must wipe the handle and buttons ***before you use them and after you use them***. We cannot guarantee that any item has not been touched by someone unaware of the procedures, the main gate being a significant risk.

**You must sign in at the clubhouse registration desk and completely fill out the screening/contact form. It does not matter if you are staying outside.**

***Anyone who is in a high risk category for infection should not come onto the premises until it is declared safe to do so.***

### **Supervision Provisor**

At this time, should members be in the bounds of our facility for a possible safety issue or for corrective actions, they must be accompanied.

It is not allowed to have a person or an animal who requires constant supervision on premises unless that supervision is able to be 100% provided. We cannot risk anyone wandering unattended and possibly contaminating surfaces or other people.

## **Accommodations**

Any persons requiring accommodations should work with the general manager or other designated staff member to be sure it or another suitable arrangement is available.

## **Less than two metre proximity - when absolutely necessary**

Under all normal circumstances, you must maintain your minimum two metre distancing from anyone outside of your household and be masked fully. In conjunction with the general manager and rear commodore while doing TS&CC mandatory maintenance tasks which absolutely require it, should your task require you to be closer to someone briefly (and only briefly), you are required to have additional Personal Protective Equipment suitable to that encounter. This includes but is not limited to: face shielding/eye protection, exposed skin protection and a better sealing and filtering mask (such as an KN95). This is task specific and must be determined and approved by the general manager and rear commodore before you begin.

In an emergency situation, the two metre rule may need to be violated. Should this occur, please keep track of the situation as best as possible for follow-up and report it to staff immediately.

## **Vaccinated Persons**

Until such time as the Province provides us direction on how a vaccinated person may deviate from the guidelines, all members and staff will follow this protocol. As soon as we receive appropriate direction, we will update and re-post this and all related documents.

## **Sign In**

Until further notice, a sign in will be at the clubhouse which includes a basic covid screening checklist. It is to be completed by all persons (staff, necessary contractors and members) upon arrival for an approved purpose, whether staying outside or using the lavatory facilities. A thermometer is available at the sign in desk should you not have a measurement from the prior hour.

The sign-in not only provides us with the mandatory screening information, it also provides us with contact tracing information should it be needed.

We ask that you please take the time to fill it out so that we can do our best to keep us all safe.

## **Clubhouse Policies and Procedures**

The clubhouse is closed to the members for all functions except emergency and lavatory use. As the clubhouse is designated an employees only facility at this time, strict controls for

numbers of members and disinfection in the clubhouse at a time shall be followed. Those protocols are provided in other sections of this document.

The clubhouse is only allowed to be occupied by staff during a required safety/emergency or mandatory function, and then, only in accordance with the limits and protocols provided.

### **Mandatory Maintenance and Safety/Emergencies - Indoor areas - Staff only**

Should mandatory maintenance include a portion that are indoor TS&CC maintenance, correct procedure and access to do so will be provided by the general manager in concert with the rear commodore. They are responsible for keeping track of and scheduling all indoor maintenance and construction activities to adhere to the guidelines. A safety orientation will be provided before you commence any work.

In addition to the distancing, sanitary and mask requirements, there is a limit of one person per every 16 square metres of space while providing the construction work. In total, including one person using the lavatory facility, our maximum capacity is 4 in the clubhouse, 1 in the vanguard recreational equipment storage area and 1 (2 in a special case) in the vanguard equipment bay.

### **Mandatory Maintenance and Safety/Emergencies - Outdoor areas - Staff only**

As with the indoor areas, procedure and access to do so (including resource contention controls) will be via the general manager in concert with the rear commodore. Work in any group scenario, when absolutely necessary, will be done with the 2 metre minimum distancing requirements, 16 square metre per person work space and mask/infection control requirements.

### **Safety/Emergency/Corrective/Inspection work - Members**

Should a situation arise with your craft, or, inspection/corrective action be needed, arrangements are to be made with the general manager and the harbour master. As the regulation changes left little time to react, we understand that some things may need an inspection/corrective action right away. Please make this contact as soon as possible so that a staff member can be made available while you do so.

### **Delay of Launch**

We understand that members will not have been able to complete necessary tasks prior to launch. The launch will be delayed such that some time will be made available to complete these tasks. The current regulations of the province are in place until May 20th, 2021. Time will be given after this to complete these tasks. Stay tuned for tentative scheduling.

### ***Self directed work***

There will be no self directed work during stay-at-home.

**TS&CC strongly recommends that masks be worn at all times, indoor or outdoor. Given the covid variants and the ease with which infection can occur, this is good practice.**

### **Access while cleaning/disinfecting is in progress**

During any time that cleaning personnel are doing their work, you are to wait outside and clear of the buildings until they have finished the tasks and have left the facilities.

The washrooms and all handles are cleaned at a minimum of twice per day, increasing should traffic warrant it. In addition to that, all members and staff are reminded to wipe before and after use. Traffic areas (corridors) are to be cleaned once per week. The complete bar is closed. The kitchen is closed. Should these areas be used, mandatory wipe before and after, in addition to next scheduled cleaning to follow.

Additionally, any area used by persons must be wiped before and after that person's use. General surfaces and equipment follow the wipe before and after use procedures as specified elsewhere in this document.

Any area with an immediate necessity must having cleaning applied in addition to the above.

*During restricted stay at home, the schedule may relax for those things that are unused/untouched. This will be left to the discretion of the general manager.*

### **Emergencies (defibrillator, first aid, etc) and other Health and Safety**

You are allowed to deviate from the procedures in this document to the extent necessary to handle the emergency. Be mindful of any contamination that occurs so that it can either be reported or dealt with directly by you. If contamination that cannot be contained or tracked occurs, this is to be reported immediately to the employees or the board and facility use curbed until dealt with.

### **Day to Day Business**

All day to day interactions between the employees/board and the members will happen virtually.

### **Restaurant, Bar and Dining Area**

The restaurant, sitting, bar, patio and dining areas are closed and the facilities not available for use of any kind. They shall be blocked to access at this time.

### **Hydration Equipment and Drinking Water**

You are asked to bring all hydration, food and other supplies necessary with you.

In an emergency where water/shower is needed, you must follow the emergency guideline above.

To fill a hydration container, you are required to follow the lavatory protocol outlined and posted in a companion document and fill at the sink in the lavatory. In addition to that protocol, pay careful attention to not contaminate the sink spigots. Your hydration equipment must not come close to the spigots! Taking a bottle with a large mouth and pulling it past the spigot is forbidden. Be sure your hydration equipment fits comfortably under the spigot, and, if it doesn't, do not continue.

Remember, when disinfecting, the discharge portion of the spigot mouth cannot come in contact with the disinfectant as that would contaminate the water subsequently flowing from it.

### **Office, Boardroom**

The boardroom, office area and the short corridor leading to it are off limits to all but employees. Employees must disinfect the areas they use and share through the course of the day. Employees, when they enter the facility for any reason, must wear their face mask as specified in the Provincial and City ByLaws. Should a member be in the facility for an approved function, they must also be wearing a mask and only touch/disinfect those things to which that function pertains (see approved work and construction above).

The office and boardroom may only have one staff member in each at a time, maximum, and only if absolutely necessary.

### **Showers and Change Areas**

The showers and change areas are closed for use of any kind except emergencies. No other area of the TS&CC may be used as an alternative shower or change area. For example, changing at your Vanguard recreational equipment locker is not allowed.

You are required to already be suitably attired upon arrival to the club.

### **Patio and other seating areas**

The patio area and any common seating area are closed.

### **Lavatories - General**

We have arranged the twice daily recommended general disinfection cleaning. This is not the only requirement, however. There are requirements on surfaces touched/used given that we are mixing customers and employees in the use of the lavatory facilities. As use increases, the cleaning frequency will increase to match.

Only one person may be in the clubhouse at any time to use the lavatory facilities. You will be required to use your face mask at all times inside and outside the facility. To aid in this use, there will be tables with disinfecting supplies and a semaphore outside the facility as well as one table each of similar in the womens and mens lavatories. Of course, we ask you bring some of these supplies on your own to ease the burden a bit (thank you!), though we are supplying what is necessary. The following is the procedure to be followed for use, at a minimum:

### **Lavatory Access Procedure Stay at Home**

- A. Be sure you are completely clean of all contaminants, sweat or anything that can otherwise shed from you while you are inside the facility. You must do this in a safe location away from the facility. You may not clean these contaminants at the entrance, it must be done beforehand.
- B. Wait until the semaphore on the table of supplies shows **unoccupied** and then **approach the table with your facemask on**. You must wait away from the entrance and not congregate in any way. Keep your distancing in mind, always.
- C. Disinfect your hands and be sure any contaminants/sweat are not present/cleaned. You may not enter if dripping or otherwise can leave a contaminant trail. If other contaminants are still present and can be a hazard, move to a safe location to deal with them first. You may not shed contaminants at the table, this must be done away from the table.
- D. Put on your face mask if not already on.
- E. Set the semaphore to **occupied**.
- F. **Out-of-hours** only: unlock and open door, disinfect both the handle and the keypad you touched.
- G. Proceed directly to the appropriate lavatory, do not touch anything. If your entry will have you pass an employee in the hall, STOP. Agree mutually how one will proceed while the other waits at a safe distance and then continue. You are not allowed to pass in the restricted spaces of our corridors.
- H. Use the facility in a careful and mindful manner.
- I. Wash thoroughly and disinfect yourself.
- J. Use the supplies on the table or your own to disinfect any surface or device you have come in contact with (ie toilet seat, handle, leaning on wall). You must be mindful during your time in the lavatory in order to be able to do this and not miss anything.
- K. Proceed back to the outside table, touching nothing on the way, again dealing with passing an employee by agreement as specified above.
- L. **Out-of-hours** only: disinfect the parts of the door you touched while leaving the facility

- M. Disinfect at the outside table.
- N. Take off your face mask only if conditions would allow it. Not recommended.
- O. Clear the semaphore to **unoccupied** and leave the entrance area immediately.

#### **Notes on Out of Hours Lavatory use (all persons)**

The inside double doors of both the womens and mens lavatories will remain propped open. The outside entrance to the building will remain closed.

In addition to the procedures of the daytime, the out of hours use requires the keypad and door handles. The standard protocol of disinfect before and after use must be followed. This is indicated in the procedure above with specific out-of-hours marking.

***As the facility is completely closed, all use is to follow the out of hours protocol.***

#### **Vanguard Recreational Equipment Storage Shed**

The Vanguard recreational equipment storage area is closed to all but the purposes allowed in this document, however, due to its severely restrictive spaces may only have one person wearing a mask in it at a time. The vanguard equipment bay may have two staff or authorized persons wearing masks with minimum 2 metre spacing to deal with larger items, otherwise, one masked person only.

During the daytime, the door to the vanguard recreational equipment storage will be propped open. Out of hours it will remain closed. Just as in the lavatory protocol, we will have a table with supplies at the door. Due to proximities, we will not supply a semaphore as distances allow a voice to be heard and answered. The spacing of the aisles to the entrance and the capacity limits per square metre do not permit a person per aisle to safely use the facility as the entrance is a bottleneck and floor area limited.

As the facility is completely closed, all use of this protocol is considered out of hours.

The following protocol will be followed to use the recreational equipment storage component of the Vanguard shed:

### **Vanguard Recreational Equipment and Storage Access Procedure Stay at Home**

1. Be sure you are completely clean of all contaminants, sweat or anything that can otherwise shed from you while you are inside the facility. You must do this in a safe location away from the facility. You may not clean these contaminants at the entrance, it must be done beforehand.
2. Put on your facemask if not already on.
3. **Out-of-hours** only: if the door is closed, unlock and open the door, disinfect those things you touched and prop the door with the kick provided. **Do not enter.**
4. Project your voice clearly to be sure no one else is in the shed. If occupied, wait until clear and then re-approach the table. You must wait away from the entrance and not congregate in any way. Keep your distancing in mind, always.
5. Disinfect your hands and be sure any contaminants/sweat are not present/cleaned. You may not enter if dripping or otherwise can leave a contaminant trail. If other contaminants are still present and can be a hazard, move to a safe location to deal with them first. You may not shed contaminants at the table, this must be done away from the table.
6. Enter the shed and proceed directly to the area required. Avoid touching anything along the way. If you do, be mindful of it and clean it.
7. The locker surface and anything you touch (including your own equipment being put away for the day) must be wiped. This is especially true as many lockers are being shared by more than one person or a group, though single person use equipment should still be wiped as a precaution. Bring in what is necessary to do so as you enter.
8. Leave the facility being careful not to touch anything.
9. Use the supplies on the table or your own to disinfect any surface or device you have come in contact with. You must be mindful during your time in the shed in order to be able to do this and not miss anything.
10. Proceed back to the outside table, touching nothing.
11. **Out-of-hours** only: if no one else is awaiting entry, un-prop and close the door, disinfecting the parts of the door you touched while doing so.
12. Disinfect yourself at the outside table.
13. Take off your face mask only if conditions would allow it. Not recommended.

### **Vanguard Equipment Bay**

The vanguard equipment bay is for the use of staff and designated personnel only. It is not open for general use.

Access is for up to two staff or designated persons at a time. Masks must be worn at all times, all distancing guidelines followed and anything touched shall be disinfected before and after use.

Please do not congregate by the large doors to the Equipment Bay. Stay a safe distance away so that the authorized users of the space may deal with equipment unimpeded. Clear away from the facility the moment you are finished.

The equipment bay may not be used as a general work area when the weather isn't suitable to work outside.

### **Docks, Tarmac and Boat Racks**

The docks and boat racks are closed and available only for the conditions listed in this document. Distancing and mask rules apply. Only one person may be in the access gap of any adjacent racks at any one time. Persons may not congregate or otherwise occupy the walkway of any dock, allowing safe passage of others adhering to the distancing guidelines. If a dock is required to be occupied, it will be done with minimal interruption to others and in a cooperative fashion.

If assembling/disassembling equipment, please do as much (with good physical spacing) on the tarmac as possible.

We ask that you follow all distancing and masking guidelines while on the tarmac. Please be sure to not block the aisle ways and drives to allow free flow of persons following distancing guidelines.

### **Boat sharing - club utility boats, paddling and sailing boats**

Boats are like any other equipment when absolutely necessary to use. If they are to be shared, they must be disinfected before and after use.

Currently, this can only occur for mandatory maintenance or safety/emergency conditions.

### **Containers**

The containers are for a limited set of authorized individuals only, and, disinfect-before-and-after-use protocols, mask protocols and distancing guidelines must be followed. The general membership are not allowed to access them. Please engage the appropriate person(s) as needed. They are for a single masked person only.

### **Reminders about shared equipment**

- All shared equipment of any type is to follow a disinfect-before-and-after-use/touch protocol.

- If you need to move something to get at what you need, that, where you touched it, must be disinfected as well. For example, moving a dozen masts to get to your own.
- Only mandatory maintenance and emergency equipment access and storage is allowed at this time in the one designated Vanguard area using the designated protocol
- Face masks are always required when inside of any of our spaces.

### **Over the course of time**

If an accommodation during stay-at-home mandatory maintenance or emergencies is required and it is something we can provision for, please bring it to the attention of any board member, general manager, employee or myself.

Should any clarifications be necessary, revisions will be made and posted immediately.

We ask that you inform us of any deviation from the procedures outlined in this document, and, to let us know what led to the deviation so that we may adjust the procedures if necessary.

As the COVID-19 situation changes, we will be making changes to these procedures and other documentation. You should always re-read them carefully to be sure you are aware of the changes.

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