



# Toronto Sailing & Canoe Club

1391 LAKESHORE BLVD. WEST • TORONTO, ONTARIO • M6K 3C1

## Facility Sanitization and Protocols for Entry and Use - TS&CC

The Province of Ontario has started to lift the restrictions that were put in place due to the spread of COVID-19. As a part of this lifting of restrictions, the Toronto Sailing and Canoe Club is allowed to resume restricted services provided that several measures are put in place and adhered to by everyone. These measures are derived from the COVID-19 protocols and guides that are published.

This document describes how we are to conduct ourselves relative to our buildings. They are specifically entry and use protocols, with measures for daytime and nighttime use.

Under the best conditions in what the Province has published, the structures we have are for employees only. Those conditions would not allow any access by any customer (members are customers) to the indoor premises/facilities.

As we do not have lavatory and first aid facilities separated for customers, coupled with much of our equipment being in the Vanguard shed, strict protocols must be put in place for access to these areas.

We ask that members always bring with them, every visit to the club, a supply of disinfectant wipes and spray. You should always have some with you.

If for any of the procedures below or for any disinfect-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.

### Entry to the Main Gate

The main gate shall remain closed at all times except for authorized entry. You, as a member, are allowed to bring one other person with you. If two others are required on your behalf, you may not be present and those people are required to follow these and other guidelines.

As 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**. This is the only deviation to the general rule of disinfect-after-use of a common item as we cannot guarantee the gate has not been touched by someone unaware of the procedures.

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

## **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.

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

During any time that our facility cleaning personnel are on site doing their work, you are to wait until they have finished the cleaning/disinfecting and have left the facilities.

### **Emergencies (defibrillator, first aid, etc)**

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 board and facility use curbed until dealt with.

### **Day to Day Business**

All interactions between the employees/board and the members will happen outdoors and in accordance with the COVID-19 distancing and safety guidelines which can be found in a companion document to this one.

If at all possible, conducting this business via email, sms/text-message or telephone call is preferred to limit possible exposure.

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

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

### **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 in this 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.

### **Showers and Change Areas**

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

### **Patio**

The patio area is closed.

### **Lavatories - General**

We are arranging to have the daily twice recommended general disinfection cleaning done. 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.

Only one person may be in the clubhouse at any time to use the lavatory facilities. 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!). The following is the procedure to be followed for use, at a minimum:

#### **Daytime and Out of Hours Lavatory Use (all persons)**

Both the outside door as well as the inside double doors of the lavatory facilities will be propped open during the day. You should not be required to touch them during the daytime hours.

- 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. 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. Set the semaphore to **occupied**.
- E. **Out-of-hours** only: unlock and open door, disinfect both the handle and the keypad you touched.
- F. 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.
- G. Use the facility in a careful and mindful manner.
- H. Wash thoroughly and disinfect yourself.
- I. 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.
- J. Proceed back to the outside table, touching nothing on the way, again dealing with passing an employee by agreement as specified above.
- K. **Out-of-hours** only: disinfect the parts of the door you touched while leaving the facility
- L. Disinfect at the outside table .
- M. 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 facility 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 after use must be followed. This is indicated in the procedure above with specific out-of-hours marking.

#### **Vanguard Shed**

The Vanguard is open for use as an equipment facility only, however, due to its severely restrictive spaces may only have one person in it at a time.

Use of the Vanguard for any purpose other than as an equipment facility is not allowed.

During the daytime, the door 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 projected and answered. The spacing of the aisles to the entrance do not permit a person per aisle to safely use the facility as the entrance is a bottleneck. The following protocol will be followed to use the Vanguard shed:

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. **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.**
3. 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.
4. 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.
5. 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.
6. 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.
7. Leave the facility being careful not to touch anything.
8. 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.
9. Proceed back to the outside table, touching nothing.
10. **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.
11. Disinfect yourself at the outside table .

## Containers

The containers are for a limited set of authorized individuals only, and, disinfect-after-use protocols and distancing guidelines must be followed. The general membership are not allowed to access them during this time. Please engage the appropriate person.

## **Reminders about shared equipment spaces**

- All shared equipment of any type is to follow a disinfect-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.
- Access to any space with shared equipment outside of what is listed here must still adhere to a person at a time limit and appropriate disinfection.

## **Are you the first person on site or last person leaving?**

We kindly ask that at the end of the day, the last person leaving the site collects the disinfecting supplies from the vanguard table and the clubhouse table into the supplied box and puts that box inside the door of the clubhouse. Be careful to keep the items sanitized while doing so.

At the beginning of the day, we kindly ask that the first person to arrive distribute those items back to the two tables so that other members can use them.

We thank you for your help in keeping us all safe.

## **Over the course of time**

If an accommodation is required and it is something we can provision for, please bring it to the attention of any board member, employee or myself. The same is true for any clarifications 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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