



Toronto Sailing & Canoe Club

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Safety and Sanitary Protocols for Covid-19 - TS&CC 2022 Modified Step 2

The Province of Ontario has re-entered a modified step 2 of its re-opening plan. This document is written with it and the Canadian guidance on what can be done as a vaccinated person. Some features of the club will be restricted in use under modified step 2. That will be explained in the relevant sections.

The contents of this document will be valid to follow starting January 5th, 2022. As we are in the winter out-of-season months, only those items relevant to this time of year are listed.

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

Under modified step 2, the some areas we have are not open and are for employees only. The rest of the areas have a set of rules to follow for use.

As we do not have lavatory and first aid facilities separated for customers (members), coupled with much of our recreational equipment and lock up being in the Vanguard shed, protocols are put in place for access to these areas.

We ask that members always try to bring with them, every visit to the club, a supply of masks, disinfectant wipes and spray. You should always have some with you. The club also has supplies should they be needed.

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 (watercraft), 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.

All members under step 2 have no restrictions for arrival or departure times at the club.

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 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, going paddling or going sailing. This must be done for every member of your party for contact tracing. During the winter, the registration desk is inside the lobby of the clubhouse. Wipes are on the desk with the sign in.

Anyone who is in a high risk category for infection should weigh the risks of coming onto the premises. Appropriate safety equipment, vaccinated or not, should be used when you are at risk.

Supervision Provisor

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.

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.

Colour Days

Should modified step 2 carry into early season, work on your watercraft is allowed. Colour days, as in the past, will be assigned.

General distancing and masking guidelines (referred to as “distancing and mask guidelines” throughout the document):

Same household close contact

No restrictions indoor or outdoor. Indoor must follow indoor masking rules.

Momentary contact with others outdoors (passing others)

Persons should pass quickly, do not linger, gain your distance back as soon as possible. Under normal conditions, stay more than 2m from others.

Masks recommended due to the contagiousness of Omicron variant.

At rest persons beside each other outdoors for extended periods (line ups / queues / etc)

Vaccinated and unvaccinated persons must stay 2m away from others and be wearing at least a blue surgical style mask. We now recommend wearing an N/KN-95 mask. Cloth rewashable masks on their own are no longer considered safe without a filtering layer added.

Active sport outdoor (active play, training, increased respiration during activity)

Vaccinated persons may proceed following the 3m rule while active. No masks during the exercise as increased respiration with water vapour will foul them, making them ineffective. When respiration is normal, mask is back on.

Same household has no restrictions.

Outdoor grouping restriction:

10 persons maximum grouping with masks and 2m distancing.

All in the same household has no restrictions.

Inside any of our buildings for an approved activity

All persons, vaccinated or not, while inside any of our facilities must wear a minimum of a blue surgical mask. We recommend wearing an N/KN-95 style mask.

2m distancing must be followed at all times. Same household has no distance restriction, however, masks must still be worn while inside.

Any grouping of persons is limited to 5 indoors. We are requiring all such meetings to be outdoors or by phone/video if at all possible.

Please note that being vaccinated does not change our occupancy numbers. Those can be found in the appropriate sections in this document.

Vaccinated persons may use any area open to members as specified in this document. Unvaccinated persons may only use lavatory, take-out and emergency facilities. This includes the corridor access to do so.

Emergencies

In an emergency situation, the distancing rules 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 - determination

A person is considered to be vaccinated should they be two weeks past the date of their second shot. In the case of the J&J vaccine, this would be two weeks from the single shot given. We are expecting the Government to change this to include the booster (third) shot.

Training

Outdoor physical training (coached or not) may proceed according to the active sport distancing, group and mask guidelines above.

Sign In

Until further notice, a sign in will be at the clubhouse which includes a basic covid screening check list and contact tracing information. It is to be completed by all persons (including staff) upon arrival, whether staying outside, using the lavatory facilities or paddling/sailing. A thermometer is available at the sign in desk should you not have a measurement from the prior hour.

The sign-in is absolutely mandatory. We ask that you please take the time to fill it out so that we can do our best to keep us all safe.

Day camp sign in is coordinated at the gate as the kids arrive, separately from member arrival procedures.

Clubhouse Policies and Procedures

The clubhouse is closed to the members for all functions except emergency, work fulfillment and lavatory use. Other areas of the clubhouse are designated employees only 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 may have a maximum of 10 staff and/or work hour fulfillment persons in it at any time (1 office, 1 boardroom, 6 bar/dining area, 2 kitchen) plus four lavatory users (two in each lavatory) following the distancing and mask guidelines above plus additional disinfection steps.

Work and Work-hour fulfillment - Indoor areas

Should your work hours include a portion that are indoor TS&CC maintenance and/or construction, 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 distancing and mask guidelines. A safety orientation will be provided before you commence any work.

In addition to the distancing, sanitary and mask requirements earlier in this document, the above specified number of persons in each area meet the occupancy requirements given materials may encumber significant portions of the dining area.

Please note, the bar/dining area could have had additional persons to be determined when those areas are open for use.

Work and Work-hour fulfillment - Outdoor areas

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 will be done with the distancing and mask requirements specified in the prior sections.

Self directed work on any part of the facility (docks, buildings, equipment, etc), whether inside or outside, must follow the same distancing and mask guidelines and be scheduled with the general manager in concert with the rear commodore to avoid any contention, access or safety issues. It is imperative we know what is going on within the facility at all times and have it documented.

At this time, we will only be allowing yard tidy-up jobs to be self directed.

TS&CC strongly recommends that masks be worn at all times and not just in the scenarios as specified in the prior sections. Given the covid variants and the ease with which infection can occur, this is good practice, and an N/KN95 variety is better with the variants. The minimum mask is of the surgical (blue) variety.

Employees will be required to use the N/KN95 variety of mask. These will be supplied.

Access while cleaning/disinfecting is in progress

During any time that cleaning personnel are doing their work, you are to wait outside 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 during season and once a week out of season, increasing at any time 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 to be cleaned twice per day when allowed open in addition to the wipe after use. The kitchen when allowed to be open requires twice per day general surface in addition to full clean at the end of day. Should a shift change occur in the kitchen, an additional wipe before and after must be applied. When the dining hall is allowed to be open, it must receive a full clean after each mealtime. Additionally, any area used by patrons must be wiped before and after that patron's use. The patios, when open, have the wipe before and after use protocol for any area used by a patron.

Surfaces in general

General surfaces and equipment follow the wipe before and after use procedures as specified elsewhere in this document.

Patio Bar use

When the patio is open for bar or kitchen use, staff must seat you to keep track of the disinfection wipe protocol.

Disinfection due to unanticipated soiling

Any area with an immediate necessity must have disinfection cleaning applied before it can be used in its normal way. Notify staff as appropriate.

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 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 distancing and masking guidelines specified prior in this document. All

gatherings are limited to 10 persons outdoor following the distancing and mask guidelines in this document.

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

Should any gathering be required indoors, it will follow the distancing and mask guidelines earlier in this document and will have no more than 5 persons.

Bar and Dining Area

The bar and dining areas are closed and the facilities not available for use of any kind. They shall be blocked to access at this time. Only work details may be in those areas under the supervision of the rear commodore in conjunction with the general manager.

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 follow the guidelines specified prior in this document. Should a member be in the facility for an approved function, they must also be following the guidelines specified prior, 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.

Showers and Change Areas

The showers and change areas are closed during out-of-season except for 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. Coat/shoe swaps are allowed in the locker area.

Should an event requiring change and shower facilities occur while out-of-season in modified step 2, we can open them and bring in the cleaning crews as appropriate. During the winter months the staggered/sparse use makes cleaning and disinfecting impractical, so we leave them closed.

When open during modified step 2, a maximum of 3 persons are allowed in the shower and change areas with masks on all times except for shower use.

When open for season, the change and shower areas will be opened again.

Patio and other seating areas

The patio area and its associated seating are open for bar service. When bar service is not being supplied, they may be used for general seating. Up to six persons may be at a table at this time, tables spaced two metres apart. During food/drink consumption, unvaccinated persons may remove their masks. They are to be on at other times.

Please do not move the tables.

Lavatories - General

We have arranged a weekly schedule during winter out-of-season months. 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.

Two persons may use each of the mens and womens lavatories respectively, and only for one type of station in it. To maintain distancing, in the mens washroom, only one person may use a sink, stall or urinal at a time. No two persons may use the same type of equipment at the same time. One each of the sinks, urinals and stalls will be taped off to prevent side by side use.

In the womens washroom, the two farthest apart stalls will be made available along with one sink.

You are required to follow the distancing and mask guidelines above in addition to the procedures provided here. To aid in this use, there will be tables with disinfecting supplies 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:

**Lavatory Access Procedure
2022 Modified Step 2**

- 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. 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.
- B. Put on your face mask, should it be required according to the distancing and mask guidelines.
- C. **Out-of-hours** only: unlock and open door, disinfect both the handle and the keypad you touched.
- D. Proceed directly to the appropriate lavatory, do not touch anything. If your entry will have you pass an employee or another person 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.
- E. Verify you are one of two people who can use the un-taped-off fixtures. If not, proceed back outside and wait for an occupant of the lavatory to leave. You may then enter.
- F. Use the facility in a careful and mindful manner.
- G. Wash thoroughly and disinfect yourself.
- H. 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.
- I. Proceed back to the outside table, touching nothing on the way, again dealing with passing an employee or another person by agreement the same as above in (E).
- J. **Out-of-hours** only: disinfect the parts of the door you touched while leaving the facility
- K. Disinfect at the outside table.
- L. Take off your face mask only if conditions around you would allow it. Not recommended.

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 before and after use must be followed. This is indicated in the procedure above with specific out-of-hours marking.

Once Sailing School starts, it will, during some times of the day, use employees to streamline access to the washrooms by the students. During these times, all persons will follow the instructions of the employees.

Vanguard Recreational Equipment Storage Shed

The Vanguard is open for use as a recreational equipment storage facility only (not including the equipment bay, which is restricted), however, due to its severely restrictive spaces may only have one person following the distancing and mask guidelines per locker row. The equipment bay may have two staff or authorized persons following the distancing and mask guidelines.

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

Out of hours and winter the doors will remain closed. Just as in the lavatory protocol, we will have a table with supplies at the door. 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 and floor area limited. The following protocol will be followed to use the recreational equipment storage component of the Vanguard shed:

Vanguard Recreational Equipment and Storage Access Procedure 2022 Modified Step 2

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 should it be required according to the distancing and mask guidelines.
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, asking if row 1,2 or 3 is occupied. If occupied, wait until clear and then re-approach. 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.

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 shared spaces and are open for use. Distancing and mask guidelines as well as equipment handling 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 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 a boat or other equipment, please do as much (with good physical spacing) on the tarmac as possible.

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

Boat sharing

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

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 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 recreational equipment access and storage is allowed at this time in the one designated Vanguard area using the designated protocol
- Distancing and mask guidelines must be followed in any of our spaces.

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, general manager, employee or myself.

If you are unable to provide the requisite work hours, prepare for or attend the launch or vulnerability limits your abilities due to covid 19, please contact us. We are here to help.

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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