



COVID 19 Operational Plan Version 6 (October 21, 2021)

The Rothesay Yacht Club Board of Directors is concerned about the health and wellness of its employee(s) members and volunteers and recognizes the heightened requirement for the Club to operate in a safe manner during the COVID 19 pandemic. Health and Safety is the responsibility of everyone. The following rules have been established in accordance with advice from the Chief Medical Officer of Health and WorkSafe New Brunswick to protect employees, members and volunteers specifically to prevent the spread of COVID 19 transmission.

Plan Owner: Macgregor Grant (Commodore)

Plan Implementation Date: May 14, 2020

_____, Date: _____

Employees and Volunteers

The Rothesay Yacht Club will follow the Government of New Brunswick's [Mandatory Order](#) and take all reasonable steps to:

- Ensure minimal interaction of people within 2 metres of each other and comply with all advice to minimize risk.
- Ensure persons who exhibit symptoms of COVID-19 will be prevented from entering the workplace
- Ensure persons are prevented from entering the workplace if they have travelled outside of Atlantic Canada in the previous 14 days.

Employees and Volunteers

Employee(s) and Volunteer Members will be required to perform work under the following safety measures:

Screening for COVID 19

Each day before work employee(s) will complete the self assessment using **Appendix A** and follow the steps outlined within. This self assessment will be posted outside of the Tool Shed for easy reference and compliance.

Physical Distancing

Employee(s) and volunteers will take every reasonable step to ensure minimum interaction of people within 2 metres of each other at all times.

If employee(s) and volunteers cannot consistently maintain a two-metre separation between people due to essential work activities (launch, mast stepping or pile driving activities) that require brief sporadic interaction with others, or if there will be unavoidable periods of close interaction, the following steps must be taken:

Hand Washing and Disinfecting

- Proper hand-washing and enhanced sanitation/cleaning practices must be followed in areas where multiple people handle tools, goods, supplies, equipment or other shared items.
- Employee(s), volunteers and members are permitted to use washroom facilities.
- Tools will be limited to use by one person, when possible.
- Staff will clean all touch surfaces in all washrooms frequently and a minimum of twice daily, using a chlorine base solution or equivalent as per **Appendix B**.
- Staff will ensure hand soap is available in all washrooms.
- Staff will ensure cleaning supplies are available to members to wipe dock carts after each use.
- Tools or equipment which must be shared, must be disinfected before and after use with a chlorine base solution or equivalent as per **Appendix B**.
- The exchange of funds will be completed electronically at much as possible; however, when this is not possible members, employees and contractors will be asked to use hand sanitizer with a 60% alcohol base, before and after handling money.

Masks and Face Shields

- Non-medical face masks are required to be used when physical distancing of 2 meters is not possible, provided that all requirements above have been met and every reasonable step has been taken to ensure close interactions are as brief and infrequent as possible.
- If the use of non-medical masks are required because maintaining a physical distance of 2 meters is not possible, employee(s) and volunteers will be required to use these in accordance with following advice from Health Canada

Health Canada - Appropriate Use of Non-medical Mask or Face Covering

When worn properly, a person wearing a non-medical mask or face covering can reduce the spread of his or her own infectious respiratory droplets.

Non-medical face masks or face coverings **should**:

- allow for easy breathing
- fit securely to the head with ties or ear loops
- maintain their shape after washing and drying
- be changed as soon as possible if damp or dirty
- be comfortable and not require frequent adjustment
- be made of at least 2 layers of tightly woven material fabric (such as cotton or linen)
- be large enough to completely and comfortably cover the nose and mouth without gaping
- Some masks also include a pocket to accommodate a paper towel or disposable coffee filter, for increased benefit.

Non-medical masks or face coverings **should not**:

- be shared with others
- impair vision or interfere with tasks
- be placed on children under the age of 2 years
- be made of plastic or other non-breathable materials
- be secured with tape or other inappropriate materials
- be made exclusively of materials that easily fall apart, such as tissues
- be placed on anyone unable to remove them without assistance or anyone who has trouble breathing

Members

- In accordance with the [Mandatory Order](#), the Clubhouse is open to informal gatherings of up to twenty (20) persons maximum with full vaccination (2 doses) status, masks and physical distancing.
- All persons entering the Clubhouse must present proof of full vaccination to the Club General Manager prior to entry.
- The Tool Shed is closed to members. Please seek staff assistance for access to the Tool Shed.
- Washrooms in the Spar Shed and Clubhouse are open to members and staff. A maximum of 20 persons are permitted inside any building (including those in the washrooms) for informal gatherings.
- Only one member or household at a time is permitted to use the gangway when accessing the docks and members or households exiting the docks will have right of way. Members entering the gangway should step aside to help maintain 2 meters of separation which can't be achieved as easily on the docks.
- Physical distancing of a minimum of 2 meters must be respected at all times.
- Members are required to wear a non-medical face mask when they are unable to maintain physical distancing of 2 meters.
- Members are required to follow the markings on the docks and keep to the right when walking on the docks.
- Ice will be available for purchase. Members will be asked to self monitor and report usage to the General Manager at the end of the season. Members will be invoiced a for electronic payment at the end of the season.
- Carts for loading and unloading boats must be wiped down by members after each use with a chlorine base solution or equivalent as per **Appendix B**.
- Carts for loading and unloading boats will be wiped down by staff twice daily with a chlorine base solution or equivalent as per **Appendix B**.
- Members are encouraged not to congregate on the docks, even if masks are being worn, as it presents challenges in maintaining a physical distance of 2 meters.
- The exchange of funds will be completed electronically at much as possible; however, when this is not possible; members, employees and contractors will be asked to use hand sanitizer with a 60% alcohol base, before and after handling money.

Events

- Individuals or groups who intend to rent or use the RYC Clubhouse for indoor formal gatherings (weddings or member events) agree to the following:
 1. Submit their own operational plan to the Board of Directors that follows the GNB Mandatory Order and follows the Department of Public Health guidance based on the activities that will take place.
 2. Include in their operational plan, a list of all attendees and their contact information for the purposes of contact tracing.
 3. All persons entering the Clubhouse must present proof of full vaccination to the Club General Manager prior to entry.
 4. All persons under 12 years of age are not permitted inside the Clubhouse.
 5. Use the space with a limit of twenty (20) persons at one time, inside the building.
 6. Maintain physical distancing of 2 meters for individuals or groups who are not in regular contact with each other.
 7. Wear non-medical face masks while inside, except while seated for the purposes of eating or drinking at 2 meters or further apart.
- Individuals or groups who intend to rent or use RYC for outdoor formal gatherings (weddings) agree to the following:
 1. All attendees must maintain physical distancing in all outdoor spaces and wear a non-medical face mask when physical distancing of 2 meters can't be maintained.
 2. Submit their own operational plan to the Board of Directors.
 3. Include in their operational plan, a list of all attendees and their contact information for the purposes of contact tracing.

Procedures for Launch/Haul and Mast Stepping

- A copy of the RYC COVID 19 Operational Plan will be available in hard copy at the worksite.
- Staff will keep a log of any staff or volunteers that are not able to maintain a 2-meter physical distance during these procedures.
- Staff and volunteer members are required to wear hardhats and latex or rubber gloves while working with lifting slings, spreaders shackles and ropes.
- A mask is required unless physical distancing of a minimum of 2 meters can be maintained by all persons at the worksite.
- The number of members, volunteers and contractors in the proximity of the worksite will be kept to a maximum of 10 persons.
- All contractors reporting for work on the day of launch/haul and mast stepping must read and understand the RYC Covid19 Operational plan. This applies to tow truck operators, crane operators, signal men, maintenance workers.
- Hard hats will be available at the worksite. Each hard hat must be disinfected before use by a member or volunteer, using a chlorine base solution or equivalent as per **Appendix B**.
- Members, one group at a time, will need to arrange with yard staff to open the spar shed.

Procedures for Pile Driving

- A copy of the RYC COVID 19 Operational Plan will be available in hard copy at the worksite.
- Staff will keep a log of all staff or volunteers that are not able to maintain a 2 meter physical distance during these procedures.
- Volunteer members will use alcohol-based hand sanitizer (60% alcohol or greater) prior to beginning work and after work is completed.
- Staff will wash their hands prior to and after work is completed.
- Staff and volunteers are required to wear hardhats and latex or rubber gloves while working during Pile Driving activities.
- A mask is required unless physical distancing of a minimum of 2 meters can be maintained by all persons at the worksite.
- The number of staff and volunteer members in the proximity of the worksite will be kept to a maximum of 10 persons.

Procedures for Pump Out

- Members are encouraged to pump out their boat themselves whenever possible.
- Members must inform staff when they perform pump out procedures by themselves.
- Staff will disinfect all touch surfaces at the pump out station after each pump out is completed, using a chlorine base solution or equivalent as per **Appendix B**
- When members are not able to complete their own pump out they can request help from staff.
- Members and staff are required to wear gloves during the pump out procedure.
- Members and staff are required to wear masks when physical distancing of 2 meters can not be maintained.

Appendix A

NOTICE



Screening for COVID-19

PLEASE DO NOT ENTER ROTHESAY YACHT CLUB FACILITIES
WITHOUT ANSWERING THE FOLLOWING QUESTIONS

1. Do you have at least two (2) of the following symptoms?

<ul style="list-style-type: none">• Fever above 38 °C• New or worsening chronic cough• Sore throat• Runny nose• Headache	<ul style="list-style-type: none">• New onset fatigue• New onset muscle pain• Diarrhea• Loss of taste• Loss of smell
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2. Are you under the age of 18 and experiencing purple fingers or toes?

If you've answered YES to questions 1 or 2 self-isolate immediately and call 811 or your family physician for further direction.

3. Have you returned from travel outside New Brunswick within the last 14 days?

If you answered YES to question 3 you must immediately self-isolate for 14 days unless you have a written exemption, if you develop symptoms, call 811 or your family physician

4. Have you had close contact, with in the past 14 days, with a confirmed case of COVID-19?

If you answered YES to question 4 you must immediately self-isolate for 14 days, if you have or developed symptoms call 811 or your family physician

5. Have you had close contact within the past 14 days with a person being tested for COVID-19?

If you answered YES to question 5, you may enter RYC facilities; however, you must self-monitor for symptom. If you develop symptoms, call 811 or your family physician

Appendix B



Cleaning and Disinfection for COVID-19

Increasing the frequency of cleaning and disinfecting high-touch surfaces is significant in controlling the spread of viruses, and other microorganisms. All surfaces, especially those general surfaces that are frequently touched, such as door knobs, handrails, etc., should be cleaned at least twice daily and when soiled.

When choosing an environmental cleaning product, it is important to follow product instructions for dilution, contact time and safe use, and to ensure that the product is:

- Registered in Canada with a Drug Identification Number (DIN)
- Labelled as a broad-spectrum virucide

All soiled surfaces should be cleaned before disinfecting, unless otherwise stated on the product.

The following hard-surface disinfectant products meet Health Canada's requirements for emerging viral pathogens. These authorized disinfectants may be used against SARS-CoV-2, the coronavirus that causes COVID-19. <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

If using household bleach, the following is recommended:

Disinfectant	Concentration and Instructions
Chlorine: household bleach – sodium hypochlorite (5.25%)	1000 ppm <ul style="list-style-type: none">• 1 teaspoon (5 ml) bleach to 1 cup (250 ml) water or• 4 teaspoons (20 ml) bleach to 1 litre (1000 ml) water• Allow surface to air dry naturally

Precautions when using bleach

- Always follow safety precautions and the manufacturer's directions when working with concentrated solutions of bleach. To avoid injury, use appropriate personal protective equipment during handling (read the label and refer to the material safety data sheet).
- Chlorine bleach solution might damage some surfaces (e.g., metals, some plastics).
- Never mix ammonia products with bleach or bleach-containing products. This practice produces chlorine gas - a very toxic gas that can cause severe breathing problems, choking and potentially death.
- Clean the surface before using the chlorine bleach solution.
- A bottle of bleach has a shelf life, so check the bottle for an expiry date.
- Do not pre-mix the water and bleach solution, as it loses potency over time. Make a fresh solution every day.