

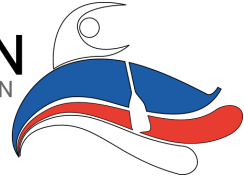
Example

COVID-19 Club Operational Procedures

Small Boat Use

Our club is reopening to small boat paddling and there are some conditions to club paddling which we all need to adhere to:

- Only members signed off in small boats are permitted to paddle (see attached list for signed off members).
- All training **MUST** be booked via the club's COVID-19 Officer a minimum of 24 hours in advance.
- Email or text the COVID-19 Officer ([insert email address, mobile phone number]) with your request to paddle:
 - The officer will confirm your training.
 - Training times are currently:
 - Monday to Friday at 6 pm and 7:30 pm
 - Saturday at 4 pm, 5:30 pm and 7 pm
 - Training time slots are 1.5 hours (this includes rigging, derigging and washing boats after training).
 - If someone is in the time slot right after you, and going to use the boat you are using, you **MUST** still wash your boat before they use it.
 - Please note training times are subject to change.
- Sign in and out using the training log provided in the box where the iakos and seats are stored. Please ensure you fill in all information required in the log yourself—do not simply use ditto ("") symbols to carry information over from the person above you.
- For members of different households, paddling can resume for OC1/V1. For members of the same household paddling can resume for OC1/V1/OC2.
- Only two paddlers can train during each 1.5 hour training time slot. (One OC2 or two OC1s/V1s).
- No members from other clubs can paddle out of the club.
- Practice safe paddling. It is the responsibility of all club members to take active precautions to prevent inadvertently spreading COVID-19. Asymptomatic transmission is a real and serious concern. All paddlers need to be aware that there is the risk that our club could become a local infection site if suitable precautions are not taken.
- Maintain social distancing on the club's grounds and on the water.
- While not mandatory, we recommend you wear a mask when you enter club grounds until you go out on the water and, again, when you return from paddling until when you leave the club.
- Do not paddle or use equipment if you are sick – you should be symptom free for 72 hours before going out. Contact the NHS and take guidance from them. It is very important to avoid spreading the virus.
- Do not paddle or use equipment if you are in contact with someone who is suspected of having COVID-19. If you feel ill please contact the NHS.
- Wash hands/sanitise before touching equipment and paddling.
- Wash hands/sanitise after touching equipment others have touched.
- Clean equipment with hose and soapy water after use.



- Please use the disinfectant solution/ disinfectant wipes to wipe items that you touch that aren't able to be washed with soapy water (e.g. lock for storage box, lock for paddle storage area, handles).
- The Clubhouse is not open to use. You will need to come prepared to paddle.
- There are no toilets available so come prepared.

Soapy Water Cleaning:

At the end of your training session:

- Thoroughly wash all equipment with soapy water including:
 - Canoes – the entire canoe should be washed, paying particular attention to seats, gunwales and anything you touch or any part of your body touches
 - Paddles – avoid touching other people's paddles
 - Lifejackets/PFDs
 - Rubber lashings
 - Leashes
 - Bailers
 - Anything else you might have touched
- Please wipe down with disinfectant spray:
 - Padlocks
 - Handles
 - Doors

Tracing:

Please ensure that you sign in and out using the training log in the iako and seat storage box. Everyone (each individual) who enters, paddles or uses equipment needs to sign in and out. Please fill in all boxes with accurate information.

Contact Tracing is Vital

If we do have a positive case, we need to be able to trace all contacts quickly and correctly. Please remember all training **MUST** be booked via the COVID-19 Officer a minimum of 24 hours in advance.

The COVID-19 Officer