

Effective Date: June 3, 2020

GRYC COVID-19 Health and Safety Plan and Procedures Document

1. **Purpose.** The purpose of this document is to provide the GRYC COVID-19 reopening plan and specific health and safety measures that staff, members and eventually guests will be required to follow when using GRYC facilities, as well as to cover some basic on-water safety protocols.
2. **General.** Not all areas of the Club will be open initially. The Club will use a phased reopening schedule following the guidance and direction of federal, provincial and municipal governments. Each reopening phase will follow a risk-management decision process. The GRYC Board of Directors is the approval authority for this document, with the Vice-Commodore designated as the GRYC primary Point of Contact for changes to this plan and its procedures.
3. **GRYC Board.** The GRYC Board of Directors retains the authority for decisions on reopening at each phase of the Club's operations as laid out in this plan. The decision to reopen parts of the Club's facilities or programs will be contingent on assurance that the required mitigation measures have been put in place to protect staff, members and, once explicitly permitted, guests. The Board will be abiding by all applicable federal, provincial and municipal guidelines, directives and timelines, but reserves the right to choose timelines that address specific circumstances to GRYC before authorizing any reopening.
4. **Anticipated Phases.** In line with the Government of Quebec's gradual resumption of activities document¹, it's anticipated that GRYC will be permitted to open in phases that correspond as closely as possible to the province's plan. Based on the provincial framework and the known characteristics of COVID-19 transmission, the anticipated phases are as outlined below. Two or more of the following steps may be authorized concurrently, some may not be authorized until much later and all will be subject to specific COVID-19 safety protocols.

Phase I

- a. ***GRYC staff begin to prepare the Islands and facilities in advance of member access.***
- b. ***Members permitted controlled access to docks/dinghy areas to prepare for launching.***
- c. ***Launching of boats into the harbour/dinghy area is permitted by members only.***

Phase II

- d. ***Dock access and limited on-water activities is permitted by general members.***
- e. ***Sail training is permitted to conduct sailing programs.***
- f. ***Access to the GRYC clubhouse by members is permitted.***

Phase III

- g. ***Access to the GRYC Islands by guests is permitted.***

¹ <https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/gradual-resumption-activities-covid19-related-pause/>

5. **Structure.** The structure of this document is broken into sections that correspond to the phased reopening elements as listed above with a general set of COVID-19 protocols provided first which will apply to all phases. Opening up a Club such as GRYC is not a single, linear event but rather a series of events, each with their own set of challenges to address in light of the COVID-19 environment we find ourselves in. Accordingly, this plan will be adjusted regularly to match the latest guidance from health authorities and will incorporate known best practices for marinas and clubs similar to GRYC.

GRYC COVID-19 Safety Procedures

6. **General Protocols.** The health and safety of GRYC staff and members is our most important concern amid the global COVID-19 pandemic. During this time, all parties must place an increased focus on health and safety in order to ensure that GRYC can remain open. All measures taken to prevent the spread of COVID-19 should be done in compliance with all public health directives issued by the Chief Medical Officer of Health and best practices for operating marinas and boating clubs in a COVID-19 environment².

7. The following are the general protocols that will apply to staff, members and Sailing School students/parents, during all phases of reopening of the Club:

- a. **GRYC COVID-19 Code of Conduct.** Each member, staff, and Sailing School parent must read and sign the GRYC COVID-19 Code of Conduct and be ready and equipped to abide by it.
- b. **Self-Isolation.** You are not to, under any circumstances, visit GRYC premises if showing any symptoms of COVID-19 or if you are living with a person who has such symptoms. More common symptoms may include (but are not limited to): coughing, fever, shortness of breath. Please reference the latest Public Health website for further information.
- c. **Physical Distancing.** All government mandated physical distancing and hygiene measures must be fully complied with when you are at the Club. In particular, at time of writing: all who come to GRYC must stay at least 2 metres from others unless they are from the same household.
- d. **Hand Washing.** Wash hands frequently and thoroughly with soap and water. Once the washrooms are reopened, Club staff will ensure that hand-washing facilities (running water, soap, paper towel) are maintained in the Clubhouse.
- e. **Hand Sanitizer.** Members are requested to bring their own hand sanitizer as the Club does not have the resources to cover all individual needs.
- f. **Face Masks.** Everyone coming to the Club must carry a mask or face covering and wear it over the nose and mouth when you're not able to stay more than 2meters from another person. Masks must be fitted properly and care must be taken when removing masks and other Personal Protective Equipment (PPE):

² https://marinaassociation.org/files/BPMOduringReopening_AMI_05-05-20.pdf

- i. If you are in areas where boats are stored close together, wearing a mask is mandatory given the proximity of the boats.
- ii. If you are in an obstacle-free space that allows you to easily see and avoid someone approaching, wearing a mask is not mandatory, but is recommended.

GRYC COVID-19 Safety Procedures – Dock Area (Preparation and Launch - Phase I)

8. **Physical Distancing**. All users of the launch ramp and dock areas must maintain the recommended physical distancing protocol at all times. There is to be no gathering in groups of more than 5 persons. The only exceptions are for members who come from the same household.
9. **Hand Washing/Sanitization**. All users are to sanitize or wash their hands before entering or exiting the Club. Handwashing stations will be located at the Island entrance and dry sail areas.
10. **Clubhouse**. The Clubhouse will remain closed to Members during this phase. Only selected staff and authorized volunteer work parties (defined below) will be allowed to access the Clubhouse and use the Club tools and equipment.
11. **Maximum Number of Users on the Docks**. The total number of members allowed to use the launch ramp and dock areas at once will be controlled through designating specific dates/times that individual members/boat owners can access these areas. This will be communicated well in advance through phone or email to members. Various control measures will be used to manage numbers of users in the dock areas any one time. These are as follows:
 - a. **Dock and Boat numbering**. The catwalk and island docks have been broken into sections and all boat berths numbered. Members will be allowed to access the catwalk and boat berths based on a protocol that limits the numbers of members that can safely be accommodated at once.
 - b. **Time for launch**. Members will be assigned specific days and/or time slots to access the launch ramp and boat berths to perform the necessary work to launch/moor their boat.
12. **Stepping Masts and Dinghy Lifting**. In some instances, keeping a 2 metre distance for members may be impossible, such as for stepping masts and lifting dinghies onto dollies. In these cases, all users must wear face masks. If practical and safe, gloves and eye protection should also be used.
13. **Waste Disposal and Recycling Containers**. Once member access to the docks has been authorized, members are asked to manage their own waste and recycling involved with preparing their boats for launch. Members must bring their own garbage bags and recycling containers and take their waste and recycling with them when they leave the Club. On-site member disposal will not be available. This measure is to protect the Club staff who are handling the Club waste and recycling containers on a regular basis. PPE is to be used by Club staff when handling all waste and recycling containers.

14. **Volunteer Work Parties.** The assembling of any volunteer work parties to perform tasks in the harbour area must be pre-approved by the Fleet Captains. All GRYC volunteer work parties must follow the same health and safety procedures as for all other users.

GRYC COVID-19 Safety Procedures – Dock, Dinghy Sail Area and On-water

15. **Dock Protocol.** Once access to GRYC docks is permitted, staff and members must adhere to the following procedures:

- a. **Transiting.** When walking to and from their boats, individuals and groups (households only) must maintain a 2 metre separation when moving along the docks. Users are to proceed directly to, or from, their boats..
- b. **Crossing Situations.** If individuals or groups meet on the catwalk going in opposite directions, please do not stop to socialize and proceed directly to your destination.

16. **Dinghy Docks.** When using the dinghy docks, the following protocols must be followed:

- a. **Separation on the Docks.** When rigging or de-rigging your boat, if another member wishes to rig their adjacent boat, please coordinate with the other Member to keep a safe distance between boats.
- b. **Securing Boats.** Boats are to be temporarily secured to the dinghy docks with enough separation to ensure that users getting in or out of individual boats can safely maintain a 2 metre separation.
- c. **Boat dollies or trailers.** When dollies are used to launch boats, they must be removed from the ramp area immediately by the boat owner so no other owner will need to move the dolly in order to access the ramp or docks. Use of common dollies is strongly discouraged.

17. **Preparing Boats to sail.** Members are to ensure that they maintain safe distance when preparing their boat to be underway. When untying lines, ensure other users are beyond 2 metres beforehand. If adjacent boats are casting off, coordinate between boats to keep the necessary physical separation. Avoid handling dock lines for boats other than your own.

18. **Onboard Boat Protocols.** After permission is granted by the authorities for recreational boating, only persons from the same household are permitted on one boat, whether at the dock or on the water. Exception: If a boat can accommodate 2 metres of physical distance between all aboard.

GRYC COVID-19 Safety Procedures – Clubhouse and other Facilities

19. **GRYC Clubhouse.** The Clubhouse facilities will remain closed until guidance from the provincial and municipal government allows reopening our interior facilities. When guidance and direction from

public health authorities is received that allows GRYC to reopen Clubhouse facilities, the details on procedures and protocols will be added to this plan.

20. **Clubhouse Washrooms and Lockers**. Once opened, users of both the men's and women's washrooms are asked to sanitize their hands prior to entering the washroom facilities and before leaving, in particular before and after touching the doors. The 2-meter space distancing rule is to remain in effect inside the washrooms. **No more than 2 users are allowed in each washroom at any time.** Please do not place personal belongings on the counter areas. In the event that a washroom user notices a depleted supply item, we ask that they please inform on-site staff for supply replenishment.

21. **Clubhouse BBQ's and Kitchen**. The GRYC BBQ's and kitchen will remain closed until guidance and direction from provincial and municipal authorities is provided that allows for the reopening of these services. Once this is known, procedures and protocols to ensure the safety of staff and members in support of these activities will be finalized and added to this plan.

22. **Guest Access**. GRYC will remain closed to guests until such time as provincial and municipal guidance and direction is provided that allows for the guests to access GRYC facilities and services. Once this is known, procedures and protocols to ensure the safety of staff, members and the general public will be added to this plan.