Wilmington Rowing Center   
Phase 2 COVID-19 Safety Protocol

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**Wilmington Rowing Center Board; Safety Committee; WRC COVID-19 Task Force**

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# 1.0. WRC Reopening Strategy

In response to COVID-19, and with guidance from Governor Carney, local officials, CDC, US Rowing and other rowing clubs, WRC has established new operating procedures until we can return to normal operations. In the midst of this situation, the WRC Board has been committed to developing a phased approach for safely expanding our operations as soon as State and County guidance allows.

For context, WRC is a non-profit volunteer organization and has no direct employees. Membership is approximately 120 to 160 individuals during any given year, minus our scholastic rowing programs. We believe the fire code occupancy at WRC is not less than 100 based on the size of the building, number of egress points and single-story structure. WRC seldom has more than 1/3 of the membership at the boathouse at any one time (with the exceptions of scholastic season and member events, both of which will not be permitted during Phase 1 or Phase 2). By limiting rowing to single boats and doubles/pairs for rowers who only live together, and permitting rowing during all daylight hours (~15 hours per day), WRC’s capacity in the boathouse will be well below the 30% fire code occupancy at any one time.

# 2.0. Phase 2 Reopening to General Membership with Physical Distancing and Safety Plan

## 2.1. Who can row during Phase 2

During Phase 1, WRC will open to WRC members for the independent use of club and private singles. Table A below summarizes the individuals eligible to row during Phase2.

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| **Table A: Phase 2: Individuals Eligible to Row** |
| * Only experienced single rowers permitted. No novice rowers at this time. * Preferably, the rower must be able to carry equipment on his/her own; however, assistance is acceptable as long as social distancing of 6 feet outside the boathouse and 12 feet inside the boathouse is maintained. * The rower must be a 2020 member in good standing (2020 member fees paid in-full\*). * Singles are the only boats permitted on the water (2x/2-’s are permitted only if you live with your partner) –– **no exceptions**. No larger boats are permitted to row during Phase 2. * Experienced single rowers and experienced double/pair rowers (2x/2-’s are permitted only if you live with your partner) working with a coach, while maintaining social distancing.   *\*Member dues are paid online or via personal check mailed to the Treasurer. No cash accepted.* |

Individuals qualifying to row during Phase 2 are also expected to perform self-health monitoring before rowing on any given day. Health monitoring activities include:

* All individuals must self-monitor for symptoms of COVID-19 daily. Each individual should take their temperature daily prior to arrival at the boathouse. If their temperature is 100.4 degrees or over, the person should not come to the boathouse.
* Any individual known to have been exposed to a person who has been symptomatic and/or diagnosed with COVID-19 must self-report to WRC Safety Co-chairs (see Section 6.0 Incident Action Plan) at the club if the rower was physically present at the boathouse within the prior 14 days, and the individual must self-quarantine for 14 days before returning.
* Any individual returning to the boathouse or to a training environment needs to have been in that general geographic location for 14 days prior to coming to the boathouse.
* If someone is symptomatic, they should not be on WRC premises or rowing that day.
* If an individual has had a documented case of COVID-19, they will need a note from their doctor indicating they are cleared to row.

## 2.2. Safety measures during Phase 2

In general, all WRC members are expected to use common-sense personal protection to limit exposure to the transmission of COVID-19 or other pathogens. In addition, the following specific requirements are in effect.

During Phase 2, WRC will continue to following US Rowing’s 5 Core Principles for re-opening a boathouse:

1. All organizations and athletes must follow state and local rules and regulations set forth by the public health authorities including group size.
2. Training should focus on a “**get in, train, get out**” approach, minimizing

unnecessary contact.

1. Individuals should always maintain social distancing of at least six (6) feet outside the boathouse and twelve (12) feet inside the boathouse.
2. Training is allowed in singles (1x) only in order to maintain proper social distancing). Individuals living in the same residence (husband/wife, siblings, parent/child) may take out a double/pair (2-/2x). WRC is **not** permitting the use of club or private four/quads or 8+ boats at this time.
3. No team boats will be allowed until social distancing guidelines are lifted due to the possibility of the transmission of the disease through respiratory signature. A respiratory signature is the footprint we leave in the air every time we expel air from our lungs through our nose and/or mouth. This can be anything from simply exhaling to talking, laughing, sneezing or coughing. At this time, US Rowing does not recommend masks as a substitute for social distancing in order to row in team boats.

During Phase 2, members will continue to be required to use a mask and follow the enhanced sanitation protocol (whether using club equipment or personal equipment) and social-distance at all times. Showers, lockers, bathrooms and the workshop facilities will be off limits to WRC members during Phase 2. Non-member guests will **not** be permitted on WRC premises (within the gated fence area extending to, and inclusive of the dock) except for rowing coaches, who may or may not be members of WRC. Table B outlines additional safety guidelines in effect during Phase 2.

Also, per WRC Safety Guidelines, single rowers are encouraged to row when there is at least 1 other member rowing, in case of an incident or medical emergency.

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| **Table B: Additional Phase 2 Safety Guidelines** |
| **General**   * Masks should always be worn in and around the boathouse, on the apron and on the docks. Masks can be removed once on the water in a single but should be put back on when returning to the dock. Masks should be worn in addition to social distancing. * All members should sanitize their hands using an alcohol-based hand sanitizer consisting of 60% or greater alcohol content before and after touching potentially contaminated surfaces and all equipment. Members are responsible for carrying their own small containers of hand sanitizer in addition to those supplied by WRC. * Pay attention to commonly touched items in your area of training or boathouse such as doorknobs, hoses, water spigots, etc. These should be disinfected regularly. * No personal items should be stored at the boathouse. All personal items must remain in the individuals’ vehicle or be brought in the boat with them. * An online boat reservation system (SignUp Genius) will be used to manage the number of individuals onsite at one time. * There is to be no physical contact between members while on WRC premises.   **Outdoor Facility Use**   * Members should use their own equipment or the same pieces of equipment daily if unable to have their own – single (1x), double/pair (2x/2-: permitted only if you live with your partner), oars, and adaptive equipment such as seat cushions, grip aids, etc. * Members should carry their specific oar set to and from the dock. * All oars should be dipped in a diluted bleach solution after use. Oars should be washed with soap and water or a disinfectant wipe before use. * When preparing diluted bleach solution, members should wear personal protective equipment (PPE) in the form of gloves, mask and eye protection. * If shared equipment is being used, equipment should be thoroughly cleaned and disinfected before and after each use. * Coaches using a launch and equipment from the shed must wear gloves at all times and disinfect with wipes all touched surfaces after use (specifically touched surfaces such as the lock and door handle to the shed, paddles, life vest, motor pull cord/kill switches, gas cans, etc.). If the surfaces are visibly dirty, cleaning with soap and water should precede disinfecting. * WRC megaphone use should be avoided during Phase 2; however, a personal megaphone is acceptable. * A coach should still carry a WRC safety bag in the launch, which should be handled with gloves. If the equipment inside the safety bag is used, it should be disinfected with wipes and refilled (or set aside if contents need to be refilled/repacked). * Only coaches are allowed to enter and exit the shed to take out necessary equipment, unless the shed is being accessed in an emergency. * Adaptive equipment should be wiped down with disinfectant before and after use. * When launching/landing, social distancing should be maintained. * Multiple boats on the dock should be allowed only if proper social distancing requirements can be met. Otherwise, the rower is expected to wait until the dock is clear and appropriate social distancing can be maintained. * The downstream ramp and end of the dock is to be used for launching. The upstream ramp and end of the dock should be used for recovery. * The life-preserver should remain near the dock area as well as the emergency response launch in the event that there was a life-threatening emergency that required the use of one of these pieces of equipment.   **Indoor Facility Use**     * Ergs and any other indoor gym equipment are off limits during Phase 2. * All equipment must be wiped down with disinfectant before and after every use (either wipes or bleach solution, if wipes are not available). No exceptions.   + *Note: The porous surface of the sling fabric is not protected by using wipes and a bleach solution will degrade the fabric. Please hose down slings with soap and water after use, then air dry. Use gloves and hand sanitizer (before and after) when handling slings.* * When occupied, open bay doors and windows to increase ventilation. The use of fans should be avoided. * Communal spaces will continue to remain closed during Phase 2 (bathrooms, locker rooms, mouth drinking fountains, the workshop, conference room and ergs). * Hand sanitizer, provided at the front desk, and all entrances and exits, should be used by all members **before and after** touching common use items, such as light switches, pens, papers, binders, etc. * Wipe down high-touch areas, such as light switches and door handles, etc. with disinfecting wipes after contact. * If a club boat shell is being used, the rower **must** electronically reserve a boat in advance. The boat reservation book will not be used during Phase 2 to reserve boats. * Boathouse towels will not be available during Phase 2. Allow cleaned and disinfected equipment surfaces it air-dry naturally. Alternatively, the rower may use a clean personal chamois, if available, to dry the equipment (e.g. shell, oars); however, the chamois may not be stored or kept on boathouse premises. |

# 3.0. Enhanced Sanitation Protocol

The basis for WRC’s enhanced sanitation protocol are threefold:

* Protection of members
* Methods for disinfecting equipment
* Methods for disinfecting high touch surfaces

## 3.1. Protection of members

* Masks (member’s personal supply): No member is allowed on WRC premises without a mask.
* Gloves (member’s personal supply): To be worn throughout all embarking and disembarking activities as well as cleaning and disinfecting equipment and high-touch surfaces.
  + Note: Members involved in preparing the diluted bleach solution are to wear PPE in the form of gloves, mask and eye protection
* Hand sanitizer (supplied by WRC at front desk and entrances/exits/bathrooms and personal hand sanitizer supplied by members): Use before and after touching potentially contaminated surfaces.

## 3.2. Methods for disinfecting rowing equipment

Members are responsible for disinfecting rowing equipment, and details are included in **Appendix A.** A high-level summary of this process is described below:

* Members are expected to clean equipment before and after use.
* Members must wear gloves appropriate for the chemicals being used (e.g., if a bleach solution is being used) when cleaning and disinfecting.
* Clean dirty surfaces with soap and water before disinfecting them.
* To disinfect surfaces, WRC will have products available that meet EPA criteria for use against SARS-COV-2, the virus that causes COVID-19, and are appropriate for the surface.

## 3.3. Methods for disinfecting high-touch surfaces

* All rowing members are responsible for disinfecting high touch surfaces. The responsible parties outlined in Section 4.0 will spearhead mitigation activities; however, all rowing members are responsible for being familiar with and complying with the enhanced sanitation protocol, as detailed in **Appendix A**.
* All WRC coaches who are actively using launches, as well as WRC members using a launch during an emergency are expected to comply with the Launch Disinfection Procedures in **Appendix F**.

# 4.0. Organizational Assignment List

The WRC Board will spearhead the oversight of COVID-19 mitigation activities at the Boathouse, and may delegate responsibilities to WRC volunteer member(s) as they feel is appropriate. **Table C** below identifies the mitigation activities to be implemented at the WRC Boathouse in response to COVID-19. **Appendix B** provides a generic cleaning and disinfecting checklist that records and tracks completion of mitigation activities. (Note: Mitigation activities that pertain to Phase 1 only and were completed and that do not require continued oversight are in grey text.)

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| **Table C: Organizational Assignment of Mitigation Activities** | | | | |
| Pertains to which Phase? | Mitigation Activities | WRC Champion(s) | Set up Completion Date | Monitoring |
| Phase 1  Completed | Finalize the WRC COVID-19 Phase 1 protocol and membership communications. (use Kris Q’s distribution list). | Lou Palladino  Deb Mellor | Done 31-May-2020 | N/A |
| Phase 1 and Phase 2 | Set up and monitor electronic boat reservation tool and develop draft instructions to share with members. | Karen Walsh  Julie Edmiston | Done 31-May-2020  Continue checks in Phase 2 | Weekly |
| Phase 1  Completed | Post membership communications and the WRC COVID-19 final protocol to WRC Website. | Julie Edmiston | Done 31-May-2020 | N/A |
| Phase 2 | Post membership communications and the WRC COVID-19 Phase 2 final protocol to WRC Website. | Julie Edmiston | Upon approval of the Phase 2 protocol by Delaware’s representative | Update as needed based on feedback and implementation Phase |
| Phase 1  Completed | Send email(s) to WRC Membership notifying of Phase 1 reopening. | Lou Palladino  Deb Mellor | Done 31-May-2020 | N/A |
| Phase 2 | Send email(s) to WRC Membership notifying of Phase 2 reopening. | Lou Palladino  Deb Mellor | Upon approval of the Phase 2 protocol by Delaware’s representative | N/A |
| Phase 1 and Phase 2 | Set up and maintain equipment disinfecting station(s) at the boathouse  Filling/replacing hand sanitizers at entrances/exits/front desk/ restrooms | Onie Rollins | Phase 1 done 31-May-2020  Continue checks in Phase 2 | Daily |
| Phase 1 and Phase 2 | Post COVID-19 associated reminder signs at boathouse and off limit signs (laminated) | Brooks Reinhardt  Don Verdiani has a laminator | Phase 1 done 31-May-2020  Continue checks in Phase 2 | Monthly to ensure they are still posted |
| Phase 1 and Phase 2 | Remove WRC towels | Nancy Falasco | Phase 1 done 31-May-2020  Continue checks in Phase 2 | Monthly to ensure WRC towels remain stowed away. |
| Phase 1 and Phase 2 | Obtain cleaning and disinfectant supplies and maintain a stock supply for the boathouse. Obtain hand sanitizer and maintain stock at boathouse. | Ed Burns | Phase 1 done 31-May-2020  Continue checks in Phase 2 | Weekly checks |
| Phase 1 and Phase 2 | Post Cleaning and Disinfecting Checklists at common stations (disinfecting station(s), bathrooms, front desk, light switches, first aid area) | Lou Palladino | Phase 1 done 31-May-2020  Continue checks in Phase 2 | Monthly checks |
| Phase 1 and Phase 2 | Post “Who can row” signage on front door and at the front desk and post disinfecting trackers for oars and launches. | Lou Palladino | Phase 1 Done 31-May-2020  Update signage with Phase 2 | Update content as needed for each phase |
| Phase 1 and Phase 2 | Respond to, log and follow-up on Exposure Incidents | Lou Palladino  Deb Mellor | No reports during Phase 1  Continue activity in Phase 2 | As they occur |
| Phase 1 and Phase 2 | Waiver to follow the new Safety Rules and the risk involved | John Williams | Phase 1 done 31-May-2020  Waiver completion checks in Phase 2 | Monthly checks to monitor waiver signage |
| Phase 2 | Disinfect launches after use and complete disinfecting tracker for the launch (date/initials).    Note: Launch Disinfecting Tracker will be kept at front desk. | Coaches  *(or any WRC member who uses a launch in an emergency)* | Starting with Phase 2 Opening | Weekly checks to ensure Launch Disinfecting Tracker is being completed. |

# 5.0. Communication Plan

Information regarding Phase 2 of the re-opening the WRC boathouse will be communicated in the following ways:

## Membership email

During Phase 1, an email was sent via the WRC email group to all active members informing them who can row and when; safety guidelines that must be followed in order to row (see **Appendix C**). The email also summarized **Appendix D**, which outlined Equipment Sanitation Protocol steps to be taken before and after rowing. Members were directed to visit wilmingtonrowing.org to learn more about COVID-19, Phase 1 re-opening, reserving boats online and any other updates or alerts.

Upon approval of WRC’s COVID-19 Phase 2 Protocol by the State of Delaware’s representative, another email to the WRC membership will be sent to inform them that coaching of experienced single rowers and experienced double/pair rowers (2x/2-’s are permitted only if you live with your partner) is now permitted, provided that social distancing is enforced at all times and that the launch (and shed high-touch areas) are cleaned and disinfected following use (see **Appendix E**). Coaches will be instructed to initial/sign the Launch Disinfecting Protocol Checklist that will be posted at the front desk after each use.

## WRC website

During Phase 1, WRC’s Phase 1 COVID-19 Protocol as well as relevant State of Delaware announcements and US Rowing announcements were posted to WRC’s website along with information on SignUp Genius. A WRC-specific waiver for members understanding the risks associated with COVID-19 and choosing to row was posted for printing, signing and returning to the front desk for filing. Printed waivers were also be available at the front desk.

Upon approval from the State of Delaware’s representative that WRC’s protocol meets Phase 2 state guidance, members of WRC’s Task Force will post the Phase 2 COVID-19 Protocol as well as the other updated information (as noted in Phase 1) will be posted to the website.

## Boathouse signage

During both Phase 1 and Phase 2, signs will be posted at various locations around the boathouse reminding members of the adopted safety protocols (washing and/or disinfecting hands; wearing masks and gloves; wiping down boats, door handles and other touched surfaces; maintaining acceptable social distances, etc.) A step-by-step Equipment Sanitation Protocol (**Appendix D**) was posted in Phase 1 and will continue to be posted during Phase 2. Additionally, a Launch Disinfecting Protocol (see Appendix F) and instructions for coaches to complete the Launch Disinfecting Tracker after each use (see Generic Cleaning/Disinfecting Checklist) will be posted.

# 6.0. Incident Action Plan

Although WRC will implement COVID-19 mitigation activities during Phase 1 and Phase 2, members will be notified that use of the facilities at WRC may expose them to the COVID-19 virus and that their decision to access WRC facilities is made knowingly and voluntarily with full knowledge and acceptance of this risk. It is presumed that the members will make their own assessment of the risks of using WRC facilities and will act to protect themselves and other members. Failure to comply will put WRC membership at risk.

In the scenario that a member becomes symptomatic within 7 days of having rowed, they are required to report their illness to the WRC Safety Committee co-chairs, Lou Palladino ([loupalladino@comcast.net)](mailto:loupalladino@comcast.net)) and Debbie Mellor ([debmell@aol.com)](mailto:debmell@aol.com)), for the benefit of the community. The Safety Chairs will review the sign out log book to identify others who were in the boathouse at the same time for contact tracking purposes. Once a report is received, the following actions, which are based on CDC guidelines, will be taken:

6.1. Indoor Facility Cleaning and Limiting Further Exposures

* If it has been less than 7 days since the symptomatic member has been in the facility, close off any indoor areas (e.g. bays) used for prolonged periods of time by the symptomatic person. Based on US Rowing’s core principle of “**get in, train, get out**” approach, this should limit the concern of prolonged exposure.
* Close the boathouse to all members and (ideally) wait 24 hours before cleaning and disinfecting all high-touch areas to minimize potential for other individuals being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
* During this waiting period, open outside doors and windows to increase air circulation in these areas.
* If it has been 7 days or more since the symptomatic member used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.

6.2. Determine extent of the exposure to others

* Inform members who were at the boathouse at the same time of the symptomatic member of their possible exposure to COVID-19, but maintain confidentiality.
* Potentially exposed members will be instructed to stay home for 14 days, self-monitor for symptoms and not row until after this period of time, if they are symptom-free.
* If a member tests positive for COVID-19, a note from their physician is required before the individual can return to the boathouse.

# Appendix A: Detailed Enhanced Sanitation Protocol for WRC

*This information will be posted in the boathouse and to the WRC website*

*Source: CDC’s Cleaning and Disinfecting Your Facility website*

WRC is following the CDC’s Cleaning and Disinfecting recommendations. All rowing members are expected to be familiar with and abide by WRC’s enhanced sanitation protocol as detailed below.

**Cleaning indoor areas**

* **Wear disposable gloves** to clean and disinfect.
* **Clean surfaces using soap and water, then use disinfectant.**
* Cleaning with soap and water **reduces number of germs, dirt and impurities** on the surface. **Disinfecting kills germs** on surfaces.
* **Practice routine cleaning** of frequently touched surfaces.
  + More frequent cleaning and disinfection may be required based on level of use.
  + Surfaces and objects such as boat slings, key pads, etc. should be disinfected regularly.
  + You should protect yourself from anything you touch. Disinfect your hands with hand sanitizer after touching anything. If you have gloves, apply them after sanitizing your hands and sanitize again after taking off your gloves.
  + Minimize your exposure (e.g., to surfaces and others).
* **High-touch surfaces include:**
  + Tables, doorknobs, light switches, countertops, handles, desks, phones, keypads, toilets, faucets, sinks, etc.

**Disinfecting indoor areas**

* **Recommend use of**[**EPA-registered household disinfectant**](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)**, which WRC will supply. WRC’s preference is to use wipes to disinfect surfaces due to their convenience and supported use from US Rowing. However, in the event that wipes are not available, a diluted bleach solution that is kept inside bay doors (out of the sunlight) and changed daily can be used.**
* **Follow the instructions on the label** to ensure safe and effective use of the product.  
  Many products recommend:
  + Keeping surface wet for a period of time (see product label).
  + Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
* **Diluted household bleach solutions may also be used** if appropriate for the surface.
  + Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening, may not be suitable for disinfection.
  + Unexpired household bleach will be effective against coronaviruses when properly diluted.  
    **Follow manufacturer’s instructions** for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.  
    **Leave solution** on the surface for **at least 1 minute.**  
    **If disinfecting wipes are not available, a diluted bleach solution may be used.**

**To make a bleach solution**, follow the manufacturer’s instructions. CDC recommends the following for regular household bleach, mix:

* + - 5 tablespoons (1/3rd cup) bleach per gallon of water  
      OR 4 teaspoons bleach per quart of water
* Bleach solutions will be effective for disinfection up to 24 hours.
* Always wear gloves when handling bleach solution and gloves, mask and eye protection when preparing bleach solution.
* Leave the bleach bucket inside, away from sunlight
* Wear gloves, a mask and eye protection whenever preparing diluted bleach solution.
* **Alcohol solutions with at least 70% alcohol may also be used.**

**Cleaning and disinfecting outdoor areas**

* Outdoor areas, like **the apron and dock** generally require **normal routine cleaning**, but **do not require disinfection.**
  + Do not spray disinfectant on outdoor areas- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
  + High-touch surfaces, such as the dock life preserver, dock , launches (see Appendix F for the Launch Disinfecting Procedures) and gate should be cleaned with soap and water routinely and/or after use. Porous surfaces, such as fabric or foam are not disinfected with wipes, and a bleach solution may degrade fabric. It is recommended that slings be hosed down with soap and water and air-dried.
  + Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
* **Sidewalks and roads should not be disinfected.**
  + Spread of COVID-19 from these surfaces is very low and disinfection is not effective.

**When cleaning**

* **All rowing members are responsible to** clean and disinfect community spaces.
  + The WRC champion is to ensure they are trained on appropriate use of cleaning and disinfection chemicals.
* **Wear gloves for all tasks in the cleaning process**.
* **Wash your hands often** with soap and water for 20 seconds.
  + Always wash immediately after removing gloves and after contact with a person who is symptomatic.
  + Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
* **Additional key times to wash hands** include:
  + After blowing one’s nose, coughing, or sneezing.
  + After using the restroom (emergency use only during Phase 1).
  + Before and after providing routine care for another person who needs emergency assistance.

# Appendix B: Generic Cleaning/Disinfecting Checklist

Task(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: ­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# Appendix C: Phase 1 Membership Reopening Notice

*This notice will be sent via Yahoo email group, posted in the boathouse and to the WRC website*

With recommendations and guidance from Governor Carney, local officials, CDC, US Rowing and other rowing clubs, we opened WRC on June 01, 2020 to rowing singles only and with the rules and guideline set forth below. On June 02, 2020, we received notice from the State that doubles/pairs for partners living together may also be rowed.

As in the case with any facility outside of your home, use of the facilities at WRC may expose you to the COVID-19 virus. Your decision to access WRC facilities is made knowingly and voluntarily by you with full knowledge of this risk. If you do decide to row, your use of these facilities will mean that you are accepting the risks associated with COVID-19, have read and agreed to all of the rules and protocols and acknowledge WRC is not responsible should you contract the virus. It is presumed that the members will make their own assessment of the risks of using WRC facilities and will act to protect themselves and other members. Failure to comply will put your WRC membership at risk.

Beginning June 1, 2020, the Wilmington Rowing Center is opening only to members who are cleared to row singles (2x’s are permitted only if you live with your partner). All members who are cleared must follow the strict protocols outlined below.

Who may row?

* Only members who are experienced at rowing singles and who are qualified by the House Chair to row a single. No novice rowers at this time. You must be able to carry equipment on your own; however, assistance is acceptable as long as social distancing of 6 feet outside the boathouse and 12 feet inside the boathouse is maintained.
* Must be a 2020 member in good standing and dues paid online or by mailed check. No cash.
* Singles are the only boats permitted on the water (2x’s are permitted only if you live with your partner – no exceptions or larger crews at this time).

Safety Measures:

* Take your temperature before leaving for the boathouse. If you have a fever or think you may have been exposed to the virus, do not enter the boathouse.
* Members **must** use SignUp Genius to reserve club boats.
* Members are only permitted to row during listed hours of operation on SignUp Genius. This will limit the risk of a prolonged exposure in any area of the boathouse. Rowing with WRC equipment is limited to the period between 30 minutes before sunrise and 30 minutes after sunset.
* No hot-seating of boats.
* No physical contact between members is permitted.
* Members must wear a mask while in and outside the boathouse until ready to launch.
* You must sanitize your hands and apply gloves before handling equipment.
* You must dip oar handles in the diluted bleach solution after use. Before use, oars are to be cleaned with soap and water and disinfected with a wipe. Wipe down the seated area in the boat with disinfecting and the oar locks and any surfaces you touch to carry the boat before and after use.
* Bathrooms, ergs, cubbies and lockers are **not** available for use. Do not bring any gear, other than keys, hand sanitizer, your mask and gloves and a personal pen into the boathouse. A personal seat pad and cell phone and cell phone case is also permitted but must be moved immediately to the apron or dock.
* Only one person is permitted to be in a boathouse bay at any time, unless assisting another rower with removing a shell from the rack using socially acceptable distancing. If someone is in the boathouse bay you wish to access, you must wait until they exit before entering.
* Leave the boathouse bay doors open for ventilation while you are in the boathouse and while you are rowing.
* Slings are to be cleaned with soapy water and hosed down after use. Air dry.
* Social distancing guidelines (6’ apart on the apron and dock and 12’ inside the boathouse) must be followed at all time.
* Do not use trash receptacles…take your trash with you.
* Water bottles may be filled at the fountain, but do not drink from the fountain.
* Please leave the boathouse as soon as you are done.
* Guests and non-paying family members are not allowed to be at the facility or row.
* The downstream ramp and end of the dock is to be used for launching. The upstream ramp and end of the dock should be used for recovery.

Equipment Care Steps:

1. Upon entering the boathouse, clean your hands with hand sanitizer or wipes. Wear a mask and gloves until you launch. Sign out using a personal pen in the logbook for on the water tracking.
2. Wipe the boat in the area you will be touching it and where your head will be positioned while carrying the boat. Carry your boat out and put it in slings.
3. Disinfect your boat using wipes provided by WRC (wipes are preferred; however, if wipes are not available, a diluted bleach solution bleach solution per manufacturer guidelines may be used). Wear gloves, mask and eye protection while preparing bleach solution and change bleach solution daily). Wipe the seat, shoes, gunwales, and seated area. Use soap and water to clean oar handles and/or a disinfectant wipe before use. Air dry or use a personal chamois.
4. Carry your boat to the dock and launch, maintaining social distancing guidelines. You may remove your mask and gloves to row.
5. When you return, put your mask and gloves back on and carry your boat to the slings.
6. Wash your boat and oars with soap and water. Dip your oar handles in the diluted bleach solution to disinfect after use. Let equipment air dry or dry with your own personal chamois (you must take this with you when leaving- do not stow at the boathouse).
7. Disinfect your seat area and oar handles using a wipe or diluted bleach solution if wipes are not available.
8. Return your boat and oars to the rack. Wipe the boat in the area it was touched. Stow.
9. Hose down slings with soap and water and stow away. Check yourself in the log book with your personal pen, then remove your gloves and disinfect your hands.

Exposure Reporting:

* If you become symptomatic within a week of having rowed, you are required to report your illness to the WRC Safety Committee co-chairs, Lou Palladino (loupalladino@comcast.net) and Debbie Mellor (debmell@aol.com), for the benefit of the community.

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# Appendix D: Enhanced Equipment Sanitation Protocol

*This information will be posted in the boathouse and to the WRC website*

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| **Enhanced Equipment Sanitation Protocol**  *Note: Once a rower is on WRC property, they are to wear a mask until they are on the water.*  **STEP 1:**  Clean your hands (hand sanitizer or soap and water). Apply gloves. Sign out in the log book with your personal pen.  **STEP 2:**  Wipe the shell in the area you will be touching it and where your head will be positioned while carrying the shell. Maintain social distancing at all times (12 feet indoors, 6 feet outdoors) Carry your shell out of the boathouse and put it in slings (seat up) on the apron.  **STEP 3:**  Disinfect your shell using wet wipes provided in canisters in the front of the boathouse.\* Wipe the seat, shoes, gunwales, and seated area. Wash your oar handles with soap and water and/or use a wipe.  **STEP 4:**  Once in your boat, remove your mask and gloves. **Launch.**  Follow all social distancing guidelines throughout this process. Upon return, apply your mask and gloves.  **STEP 5:**  Wash your shell, seat and oar handles using water/soap. Disinfect your oar handles by dipping them in the diluted bleach solution. Let equipment air dry or if preferred use your own personal chamois.  **STEP 6:**  Return your shell and oars to the rack. Then, wipe the shell in the area it was touched and the area near your head while it was carried. Hose down slings with soap and water and stow away. Check yourself in the log book with your personal pen, then remove your gloves and disinfect your hands.  \**If wipes are not available, then a diluted bleach solution prepared per manufacture instructions (changed daily) may be used. Always wear gloves when handling bleach solution and gloves, mask and eye protection when preparing bleach solution. Leave the bleach bucket inside, away from sunlight.* |

# Appendix E: Phase 2 Membership Opening Notice

*This notice will be sent via Yahoo email group, posted in the boathouse and to the WRC website*

Dear WRC Members:

Update #4 (6/xx/20):

Beginning June 15, 2020, the State of Delaware began Phase 2 of its re-opening. None of the new guidelines change the COVID-19 Protocol WRC has been following thus far. However, as a clarification, **WRC will allow coaches access to launches and the gas shed in order to train** **experienced singles and double/pair rowers (who live together).** This is in addition to the members allowed to row in Phase 1 (qualified singles rowers and doubles/pairs partners living under the same roof). Note: WRC members will continue to be allowed access to the gas shed in the event of an emergency.

All the Phase 1 safety measures sent out in previous emails remain in place. New Phase 2 safety guidelines highlighted in Table B and Appendix F below pertain to coaches specifically. We encourage coaches to read and familiarize themselves with the entire Phase 2 WRC COVID-19 Safety Protocol Final v1.0 dated June xx, 2020 found on WRC’s website at <https://wilmingtonrowing.org/home/covid-19-phase-two/>.

*<Append Table B to the membership email>*

*<Append Appendix E to the membership email>*

# Appendix F: Launch Disinfection Protocol

*This information will be posted in the boathouse and to the WRC website*

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| **Launch Disinfection Protocol**  **Who can use a launch during Phase 2?**  Launches are to be used by Coaches for training purposes.  WRC members may use a launch in the case of an emergency.  Otherwise WRC launches should not be used during Phase 2.  **Who can use the (gas) shed during Phase 2?**  During training sessions, coaches are to remove contents such as a motor, safety bag, paddle, coach life vest, etc. from the shed. Gloves should be worn at all times. The WRC megaphones should not be used; however, a personal megaphone is allowed.  During emergencies, one designated member responding to the emergency can access the shed while wearing gloves. Only 1 member at a time is permitted in the shed.  **What is expected of me when cleaning and disinfecting the launch?**  Launches and all paraphernalia associated with launch use (motor, paddles, safety bags, life vests, plug, kill switches, etc.) are to be handled with gloves and disinfected after use.  If the launch has become visibly dirty, please wash the dirty areas with soap and water then disinfect the high touch surfaces with a disinfecting wipe. High touch surfaces are the kill switch, the motor steering handle, and any surface touched during use.    **Mental Check List:**   * Use gloves whenever handling the launch and any launch-related paraphernalia. * Wear masks and gloves when you are on WRC property and maintain social distancing. * Only 1 person in the gas shed at a time. This member would be the WRC coach during a training session or a WRC member during an emergency. * Disinfect all high-touch surfaces on the launch and on the shed. Clean dirty areas with soap and water if needed.     **Do I need to document that the launch was disinfected?**  Yes, document that you disinfected the launch on the Launch Disinfecting Tracker at the front desk. You simply need to write your name, initial, add the date and time and if needed, add some notes (e.g., visibly dirty areas first washed with soap and water, etc.)  \**If wipes are not available, then a diluted bleach solution prepared per manufacture instructions (changed daily) may be used. Always wear gloves when handling bleach solution and gloves, mask and eye protection when preparing bleach solution. Leave the bleach bucket inside, away from sunlight.* |

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| **Revision History Log with Summary of Changes** | | |
| **Phase/ Version #** | **Version Date** | **Summary of changes** |
| Phase 1/ v 1.0 | 28May2020 | Initial document |
| Phase 1/ v 2.0 | 30May2020 | * Section 1.0   + Added language describing that WRC has no employees.   + Added language regarding compliance with the State of DE’s 30% capacity limit. * Section 2.1   + Doubles and pairs are not permitted by State of Delaware. This language was updated to reflect this.   + Assistance carrying a single using socially acceptable distancing is acceptable   + No cash payments permitted. * Section 2.2   + Updated socially acceptable distancing to USRowing guideline v2.0 dated 22May   + Doubles and pairs are not permitted by State of Delaware. This language was updated to reflect this.   + Added language that physical contact is off limits while on WRC premises.   + Updated language to indicate bathrooms are off limits.   + Added language that high-touch areas such as light switches and door handles are to be wiped down after contact.   + Incorporated use of diluted bleach solution for oar handles and use of PPE when preparing diluted bleach solution. * Section 3.1   + Added language that PPE is to be worn when preparing diluted bleach solution. * Appendix A   + Use of personal protective equipment when preparing diluted bleach solution   + Removed “disposable” when discussing use of gloves to clean.   + Clarified using manufacturer instructions when preparing bleach solution. * Appendix C   + Doubles and pairs are not permitted by State of Delaware. This language was updated to reflect this.   + Clarified that rowers must sign out and sign in using the log book.   + Clarified the rowing hours of operation for WRC equipment.   + Clarified to sign out and sign in via the logbook using a personal pen.   + No physical contact permitted between members was added.   + No exchange of cash added.   + Clarified using manufacturer instructions when preparing bleach solution.   + Clarified the cleaning and disinfecting procedures for oar handles.   + Assistance carrying a single using socially acceptable distancing is acceptable   + Personal pen is permitted and to be used by members completing the log book.   + Bathrooms are off limits and removed language of using bathrooms in an emergency.   + Updated socially acceptable distancing to USRowing guideline v2.0 dated 22May   + Incorporated use of diluted bleach solution for oar handles and use of personal protective equipment when preparing diluted bleach solution * Appendix D   + Incorporated use of diluted bleach solution for oar handles   + Updated socially acceptable distancing to USRowing guideline v2.0 dated 22May   + Updated the oar handle cleaning and disinfecting procedures.   + Clarified using manufacturer instructions when preparing bleach solution   + Clarified bleach solution handling and preparation instructions. |
| Phase 1/ v 3.0 | 02Jun2020 | * Section 1.0   + Clarified that the capacity will still be below 30% by limiting to both singles and doubles/pairs (for partners who live together). * Section 2.1   + Added language permitting the rowing of doubles/pairs only if rowers live with their partner. * Section 2.2   + Added language permitting the rowing of doubles/pairs only if rowers live with their partner.   + Clarified oar cleaning/disinfecting prior to and after rowing * Section 4.0   + Updated Table C indicating that removing towels is a one-time activity.   + Updated Table C indicating which activities were completed (“done”) by 31-May-2020. * Appendix C   + Added language permitting the rowing of doubles/pairs only if rowers live with their partner.   + Clarified oar cleaning/disinfecting prior to and after rowing |
| Phase 2/ v 1.0 | 15Jun202 | Section 1.0.   * Added language that Phase 2 will also not permit scholastic and member events.   Section 2.0.   * Updated who can row during Phase 2 to include coaching for experienced single and double/pair rowers (partners from same household). * Clarified that health monitoring will be required during Phase 2, similar to Phase 1 and that US Rowing’s 5 Core Principles for re-opening a boathouse will still be in effect. * Clarified that masks, enhanced sanitation protocols will be required in Phase 2 as well as no non-member guests permitted. Additional safety guidelines will remain in effect and the boat reservation book continues to be off-limits. * Updated Table B to include an overview of how launch disinfection and associated launch paraphernalia will be handled, and by whom and how it will be documented.   Section 3.3.   * Added language regarding launch disinfection procedures and who is responsible for complying.   Section 4.0   * Updated the Organization Assignments list to identify new activities pertaining to Phase 2 opening. Phase 1 only activities that were completed are greyed-out, indicating completion.   Section 5.0   * Updated the Communication Plan section to identify activities completed in Phase 1 and added new activities pertaining to Phase 2.   Section 6.0   * Updated the Incident Action Plan to indicate ongoing monitoring and surveillance in Phase 2.   Appendix A   * Updated the section on Cleaning and Disinfecting Outdoor Areas to include language about launches and the Launch Disinfecting Procedures.   Appendix E   * Added the Phase 2 membership notice.   Appendix F   * Added the Launch Disinfection Procedures. |