

WILMINGTON ROWING CENTER REVISED PHASE 2 COVID-19 SAFETY PROTOCOL

Date: February 26, 2021; Version 5.0 of “Revised Phase 2”, FINAL

Wilmington Rowing Center Board; Safety Committee; WRC COVID-19 Task Force
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Karen Walsh; Julie Edmiston; Onie Rollins; Don Verdiani (consulted)

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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 member events**, which have not been active since 02-Jun-2020, upon limited reopening of the boathouse). Since rowing is spread across 12 to 15 hours of daylight, WRC's capacity in the boathouse has been well below the **50%** fire code occupancy at any one time.

Since 02-Jun-2020, WRC has limited rowing to single boats and doubles/pairs for rowers from the same household; however, with the State of Delaware modifications and additions effective 02-Sep-2020 to Title 20, Chapter 31 of the Delaware Code to control and prevent the spread of COVID-19, **WRC has expanded** rowing for our members to include all types of rowing boats (singles, doubles, fours, quads and eights) with crews consisting of rowing members from different households. The 02-Sep-2020 Delaware Code revisions have outlined risk-based requirements for sports and activities:

- **Singles rowing** is categorized as low risk. "Low risk" means activities that are either individual or able to be completed with adequate social distancing and no direct physical contact.
- **Rowing with others from different households** is categorized as medium risk. "Medium risk" means activities that involve participants in close proximity, and typically involve intermittent personal contact.

Members may use the boathouse rowing machines ("ergs") outdoors in a designated area in the parking lot provided that they have signed the WRC waiver to follow the Safety Rules and understand the risk involved. Alternatively, 3 ergs may be used in Bays 5 and 6 of the boathouse (total of 6 ergs) in inclement weather, provided that they are spaced a minimum of 12 feet apart. The following points are to be followed when erging on WRC premises (see **Appendix F: Erg Disinfecting Procedure for additional details**):

- If erging outdoors, ergs are to be placed in the designated area of the parking lot and spaced 6 feet apart to limit respiratory signature while exercising.
- If weather is prohibitive, erging will be permitted indoors in **boat bays 5 and 6 only** and limited to **no more than three (3) ergs per bay**. **Bay doors must be left open while erging indoors.**
- **Ergs are to be placed 12 feet apart indoors** and positioned so that rowers minimize spread through respiratory signature^φ.

^φA 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.

- Members are to disinfect their hands prior to and after erging using hand sanitizer or washing with soap and water. Erg surfaces are to be disinfected prior to and after use using sanitizing wipes.
- Masks are to be worn on WRC premises and may only be removed when actively exercising on the ergs.
- Fans may **not** be used when erging.

WRC Co-Safety Chairs are the designated Safety and Hygiene Managers responsible for coordinating and enforcing COVID-19 protocols.

- Contact Information:
 - M. Lou Palladino, Safety Committee Co-chair: loupalladino@comcast.net
 - Debbie Mellor, Safety Committee Co-chair: debmell@aol.com

2.0. Revised Phase 2: General Membership with Physical Distancing and Safety Plan

2.1. Who can row during Revised Phase 2:

During Revised Phase 2, WRC will open to all WRC members for the use of club and private boats. Table A below summarizes the individuals eligible to row during Revised Phase 2. School-age children participating in WRC's scholastic programs will have access to WRC club boats. All scholastic programs will have a COVID-19 Safety Protocol in effect, which aligns with WRC's Safety Protocol.

Table A: Revised Phase 2: Individuals Eligible to Row

- The rower must be a member in good standing (*fees paid in-full*) and the COVID-19 Waiver and USRowing Waiver signed and on file at WRC Boathouse.
- Scholastic rowers in good standing (*fees paid*) and the COVID-19 Waiver and USRowing Waiver signed and on file at WRC Boathouse

**Member dues are paid online or via personal check mailed to the Treasurer. No cash accepted.*

Individuals qualifying to row during Revised 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 Revised 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. **Vaccinations ARE NOT a substitute for these guidelines. All individuals who have been vaccinated for COVID should continue to follow these guidelines including wearing masks and maintaining proper physical/social distancing.**

During Revised Phase 2, WRC will continue to follow US Rowing's 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. This includes coaches, athletes and staff.
3. **All persons who are indoors at the boathouse are required to be masked at all times.**
4. Individuals should always maintain social distancing of at least six (6) feet outside the boathouse and twelve (12) feet inside the boathouse.
5. USRowing recommends organizations follow local and/or state rules and regulations for contact sports when considering a return to team boat rowing where crewmates are not from the same household.

When training in any boat that is not a single (8+, 4x, 4+ etc.) or not from the same household, USRowing recommends the following:

- Row in groups of no more than 10 people (nine athletes and one coach). Minimizing proximity of members with alternate boat crews is the goal.
- All participants row in the same group each day and not cross over to different groups to limit cross-group exposure.
- All participants be monitored by the rowing club for any signs of symptoms each time they attend a practice or club function. All participants with signs or symptoms should be in contact with medical professionals immediately in order to proceed to the next steps, which may include quarantine, contact tracing, and testing.
- Masks should always be worn in and around the boathouse, on the apron and on the docks. As noted above, masks must be worn at all times by anyone inside the boathouse. Masks can be removed once on the water but should be put back on when returning to the dock. Masks should be worn in addition to physical/social distancing. If wearing masks while training in team boats, USRowing suggests that coaches carry at least one extra mask per athlete, so wet masks can quickly be replaced.
- If eights, or other stern-coxed boats, are being rowed, coxswains MUST wear a well-fitting mask (or a surgical mask) and wrap-around eye protection while on the water.

During Revised Phase 2, members will 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 will follow a staggered use by members (no more than 1 member at a time) or maintaining social distancing of 12 feet in these areas (per USRowing Guidelines), and members using the facility are expected to clean all surfaces touched including doorknobs using disinfectant spray and paper towels provided while wearing gloves prior to leaving these areas.
- The conference room will continue to be off limits to WRC members during Revised Phase 2, except for storing disinfecting and cleaning supplies.
- 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 Revised Phase 2.

Table B: Additional Revised Phase 2 Safety Guidelines	
General	<ul style="list-style-type: none"> • SignUpGenius will be used to reserve any club boat or erg. The crew member tasked with reserving a boat via SignUpGenius will list the names of all crew members rowing in the boat including the coxswain, if applicable. Members are responsible for reserving their own erg on SignUpGenius. This tool (in addition to the Sign-out log book) will be used for

contact tracing in the event of an exposure. Scholastic rowers may use available ergs without reserving during group training sessions.

- Masks should always be worn in and around the boathouse, on the apron and on the docks. Masks can be removed by athletes once on the water but should be put back on when returning to the dock. Masks may also be removed after a member has begun active exercise when erging. Masks should be worn in addition to social distancing.
- Coaches must wear a face covering at all times; except when addressing players on the water. Coaches are expected to wear a face covering when coaching during practices, trainings and team meetings in the boathouse.
- 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.
- Members should limit use of the bathrooms, lockers and showers to 1 person at a time or maintain social distancing of 12 feet (per USRowing Guidelines) while using these facilities. Any member using the facilities must clean all surfaces touched, including doorknobs, with the spray disinfecting solution and paper towels stowed in these areas.
- An online boat reservation system (SignUp Genius) will be used to manage the number of individuals onsite at one time and for reserving all club boats (singles, doubles, fours, quads and eights) and ergs.
- There is to be no physical contact between members while on WRC premises.
- A health self-assessment must be completed by each athlete and coach prior to engaging in any athletic activity (see Section 1.1.)

Outdoor Facility Use

- Members should use their own equipment, whenever possible.
- If shared equipment is being used, equipment should be thoroughly cleaned and disinfected before and after each use.
- Members should carry their specific oar set to and from the dock.
- All oar handles 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.
- Coaches, scholastic members or coached rowing members using a launch and equipment from the shed must 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 Revised Phase 2; however, a personal megaphone is acceptable.
- A coach, **scholastic member or coached rowing member** 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 **or scholastic rowers or coached rowing members (only 1 at a time)** 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.
- Whenever possible, 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 equipment should be spaced at least twelve (12) feet apart and should be staggered so athletes are not in the slipstream of someone directly in front of them. Bays 5 and 6 may be used for erging in inclement weather, with a maximum of three (3) ergs in each bay.**
- Indoor gym equipment (weights, balls, mats, benches, etc.) are off limits during Revised Phase 2.
- The Conference Room is off limits to general WRC members. The WRC COVID Task Force is using this space for storage of disinfecting and cleaning supplies and may be accessed by these members only (or their designees).
- All equipment must be wiped down with disinfectant before and after every use (either wipes or bleach solution, if wipes are not available). This includes ergs. 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 the boathouse is occupied, or when members are erging indoors, open bay doors and windows to increase ventilation. The use of fans should be avoided.
- The mouth drinking fountain continues to be off limits during Revised Phase 2. Water bottles may be filled via the fill station.
- 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 Revised Phase 2 to reserve boats.
- Ergs must be electronically reserved (except for Scholastic rowers) in advanced using SignUpGenius during Revised Phase 2. Erg sessions are limited to 1.5 hours, which includes set up, cleaning and disinfection of equipment, exercising, and stow away time.
- Boathouse towels will not be available during Revised Phase 2. Allow cleaned and disinfected equipment surfaces to 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 and supplied by WRC): To be worn when cleaning and disinfecting high-touch surfaces such as the bathrooms, lockers and showers and doorknobs.
 - 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 (including ergs)

Members are responsible for disinfecting rowing equipment, and details are included in **Appendix A**. Erg disinfection is detailed in **Appendix F**. 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-Revised Phase 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 E**.

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 and Phase 2 that were completed are in grey text.)

Table C: Organizational Assignment of Mitigation Activities				
Pertains to which Phase?	Mitigation Activities	WRC Champion(s)	Set up Completion Date	Monitoring
ACTIVE MITIGATION ACTIVITIES				
Revised Phase 2	Set up boat reservations for fours, quads and eights in addition to the doubles and singles. Use paid yearly account to SignUpGenius to support all fleet boats. There are 13 ergs available for outdoor erging. There are a maximum of 6 ergs that may be used for indoor erging in bays 5	Karen Walsh Julie Edmiston	Expand to include fours, quads, eights and ergs and continue checks in Revised Phase 2	Weekly

	and 6). Larger groups may erg outdoors in a designated area of the parking lot.			
Revised Phase 2	Post membership communications and the WRC COVID-19 Revised Phase 2 final protocol (v 5.0 permitting erging and Scholastic Programs) to WRC Website.	Julie Edmiston	Upon approval of the Revised Phase 2 v 5.0 protocol by Delaware's representative	Update as needed based on feedback and implementation Phase
Revised Phase 2	Send email(s) to WRC Membership notifying of Revised Phase 2 (v 5.0 permitting erging) opening and activities.	Deb Mellor	Upon approval of the Revised Phase 2 v 5.0 protocol by Delaware's representative	N/A
Revised Phase 2	Filling/replacing hand sanitizers at entrances/exits/front desk/restrooms	Onie Rollins notifies the WRC COVID Task Force for remediation	Continue checks in Revised Phase 2	As needed
Revised Phase 2	Obtain EPA approved disinfecting spray for the bathrooms, lockers and showers with paper towels	Lou Palladino	Continue checks in Revised Phase 2	Monthly supply checks
Revised Phase 2	Post COVID-19 associated reminder signs at boathouse and off limit signs (laminated)	Brooks Reinhardt	Continue checks in Revised Phase 2	Monthly to ensure they are still posted
Revised Phase 2	Remove WRC towels	Nancy Falasco	Continue checks in Revised Phase 2	Monthly to ensure WRC towels remain stowed away.
Revised Phase 2	Inventory checks for disinfecting supplies and cleaning supplies	Onie Rollins notifies WRC COVID Task Force for remediation	Continue checks in Revised Phase 2	Weekly checks
Revised Phase 2	Post Cleaning and Disinfecting Checklists at common stations (disinfecting station(s), bathrooms, front desk, light switches, first aid area)	Lou Palladino	Continue checks in Revised Phase 2	Monthly to ensure they are still posted
Revised Phase 2	Respond to, log and follow-up on Exposure Incidents	Lou Palladino Deb Mellor	Continue activity in Revised Phase 2	As they occur
Revised Phase 2	Waiver to follow the Safety Rules and the risk involved- waivers are provided hard copy at the front desk and available on the WRC COVID website.	John Williams	Continue activity in Revised Phase 2	N/A
Revised Phase 2	A new COVID 2021 Season waiver in addition to a USRowing 2021 Waiver must be signed by every actively rowing member with a hard copy returned to the WRC Membership Chair Mailbox at the Boathouse	Onie Rollins	Ongoing	Ongoing

	Reconciliation of active members and active rowers with both waivers will be handled by the Membership Chair.			
Revised 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 <i>(or any WRC member who uses a launch in an emergency)</i>	Continue activity in Revised Phase 2	Monthly checks to ensure Launch Disinfecting Tracker is being completed.
COMPLETED MITIGATION ACTIVITIES				
Phase 1	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	Send email(s) to WRC Membership notifying of Phase 1 reopening.	Lou Palladino Deb Mellor	Done 31-May-2020	N/A
Phase 1	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 Revised Phase 2 final protocol to WRC Website.	Julie Edmiston	Done 15-Jun-2020	Update as needed based on feedback and implementation Phase
Phase 2	Send email(s) to WRC Membership notifying of Revised Phase 2 reopening.	Lou Palladino Deb Mellor	Done 15-Jun-2020	N/A
Phase 1 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	Ed Burns; Onie Rollins	Phase 1 done 31-May-2020 Continue checks in Phase 2	Weekly checks

	hand sanitizer and maintain stock at boathouse.			
Phase 1 and Phase	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 for Phase 2- Done 15-Jun-2020	Update content as needed
Phase 1 and Phase 2	Respond to, log and follow-up on Exposure Incidents	Lou Palladino Deb Mellor	No reports during Phase 1 or Phase 2.	As they occur
Phase 1 and Phase 2	Waiver to follow the Safety Rules and the risk involved- waivers are provided hard copy at the front desk and available on the WRC COVID website.	John Williams	Phase 1 done 31-May-2020 Waivers were available in Phase 2	N/A
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	Monthly checks to ensure Launch Disinfecting Tracker is being completed.
Revised Phase 2	Obtain EPA approved disinfecting spray for the bathrooms, lockers and showers with paper towels	Lou Palladino	Done 15-Sep-2020	Monthly supply checks
Revised Phase 2	Post membership communications and the WRC COVID-19 Revised Phase 2 final protocol to WRC Website.	Julie Edmiston	Upon approval of the Revised Phase 2 protocol by Delaware’s representative	Update as needed based on feedback and implementation Phase
Revised Phase 2	Send email(s) to WRC Membership notifying of Revised Phase 2 opening and activities.	Deb Mellor	Upon approval of the Revised Phase 2 protocol by Delaware’s representative	N/A

5.0. Communication Plan

Information regarding each phased opening of the WRC boathouse will be communicated in the following ways:

5.1. Membership email

An email is sent to the WRC email group to all active members informing them who can row and erg and when and the safety guidelines that must be followed in order to row or erg. The communication informs the members where they can find the WRC COVID Task Force Guidelines on the WRC Website and points them to where they can locate the Equipment Sanitation Protocol and Launch Disinfecting Protocol and other information that outlines steps to be taken before and after rowing. Members are

directed to visit wilmingtonrowing.org to learn more about COVID-19, reserving boats and ergs online (except for Scholastic rowers) and any other updates or alerts.

5.2. WRC website

WRC's COVID Safety Protocol as well as relevant State of Delaware announcements and US Rowing announcements are posted to WRC's website along with information on SignUpGenius. A WRC-specific waiver for members understanding the risks associated with COVID-19 and choosing to row or erg is posted for printing, signing and returning to the front desk for filing. Printed waivers also available at the front desk. Please file signed waivers in the Membership Chair Mailbox at the entrance to the Boathouse.

5.3. Boathouse signage

Signs are 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 and ergs, door handles and other touched surfaces; maintaining acceptable social distances, etc.) A step-by-step Equipment Sanitation Protocol (**Appendix D**) is also posted for members. The Launch Disinfecting Protocol (see **Appendix E**) and instructions for coaches to complete the Launch Disinfecting Tracker after each use (see Generic Cleaning/Disinfecting Checklist) are also posted at the boathouse.

6.0. Incident Action Plan

Although WRC will implement COVID-19 mitigation activities, 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) and Debbie Mellor (debmell@aol.com), for the benefit of the community. The Safety Chairs will review the sign out log book and SignUpGenius 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 Revised Phase 24 hours before cleaning and disinfecting all high-touch areas to minimize potential for other individuals being exposed to respiratory droplets. If waiting Revised Phase 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 of names of symptomatic members to extent reasonably practicable.
- Potentially exposed members will be advised to stay home for 14 days, self-monitor for symptoms and instructed not to enter boathouse until after this period of time, and only return if they remain 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.
- **When dirty, 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.
 - Ergs are to be cleaned with soap and water before and after use **when surfaces are noticeably dirty and then followed by disinfection**. If the erg is not noticeably dirty, the cleaning step may be omitted; however, the disinfection step is mandatory.
 - 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).
 - More frequent cleaning and disinfection may be required based on level of use.
- **Bathroom, Lockers and Showers:**
 - Clean all touched surfaces, including doorknobs, after use with a **EPA-registered household disinfectant** spray, and wipe down with paper towels provided. Wear gloves while cleaning these surfaces.
 - It is expected and required that any members who use these areas clean all surfaces they touch before exiting the area.
- **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**, 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 Revised Phase 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 E 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 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 Revised Phase 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.
 - Before and after providing routine care for another person who needs emergency assistance.

Appendix B: Generic Cleaning/Disinfecting Checklist

Task(s): _____ Location: _____

Name	Initials	Date	Time	Notes

Appendix C: Membership Reopening Notices

Notices were sent via Yahoo email group, posted in the boathouse and to the WRC website

Phase 1 Notice

02Jun2020

Dear WRC Members:

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 (Revised Phase 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.

Phase 2 Notice

18Jun2020

Dear WRC Members:

On June 15, 2020, the State of Delaware began Phase 2 of its re-opening. As required, WRC submitted an updated COVID-19 Safety Protocol to the State, which was approved today. **WRC will now 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 E below pertain to coaches mainly. We encourage coaches to read and familiarize themselves with the entire Phase 2 WRC COVID-19 Safety Protocol Final v1.0 dated June 15, 2020, found on WRC's website at <https://wilmingtonrowing.org/home/covid-19-phase-two/>.

Lou Palladino and Debbie Mellor
WRC Safety Co-chairs

Appended:

Table B: Additional Phase 2 Safety Guidelines
Launch Disinfection Protocol

Revised Phase 2 v 3.0 Notice

Update #5 (September 23, 2020)

Dear WRC Members:

Governor Carney has recently lifted restrictions for youth and amateur adult sports. As a result, WRC is expanding rowing opportunities to include **all types of boats** (singles, doubles, fours, quads and eights) with crews of rowers not living under the same roof. However, per State of Delaware guidelines, it is recommended that “team groups should be stable from day to day and mixing with other groups should be limited.” This aligns with recommendations from USRowing to keep line-ups consistent.

For those of you who **have been rowing**, the following changes affect you:

- Members may use the bathrooms, lockers and showers, but limit usage to 1 person at a time or maintain social distancing of 12' while using these facilities. Any member using the facilities must clean all surfaces touched, including doorknobs, with the spray disinfecting solution and paper towels stowed in these areas.

For those of you who **will now be rowing**, please re-read the important paragraph from our email of May 28, 2020:

“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 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 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.”

Before rowing, members should click on <https://wilmingtonrowing.org/home/covid-19-phase-two/> to:

- Read and familiarize themselves with ***WRC COVID-19 Revised Phase 2 Safety Protocol FINAL v3.0 22Sep2020***
- Print, sign and return the WRC Waiver and Release to the Membership Box at the boathouse. Printed copies of the waiver are also available at the boathouse.
- Read SignUpGenius Instructions
- Reserve club boats on the SignUpGenius link provided

For a quick reference, WRC’s revised Safety Protocol is summarized below. There is a lot to read and digest, but please take the time do so for the safety of all. (The full protocol is on WRC’s website.) **Please note: we are using SignUpGenius to reserve club boats.** The crew member tasked with reserving a boat via SignUpGenius should list the names of all crew members rowing in the boat,

including the coxswain, if applicable. This tool, in addition to the sign-out book, will be used for contact tracing in the event of an exposure.

General Safety Measures:

- A health self-assessment must be completed by each member and coach prior to rowing. If you have a fever or think you may have been exposed to the virus, please do not enter the boathouse.
- 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, but should be put back on when returning to the dock. Masks should be worn in addition to social distancing.
- Social distancing guidelines (6' apart on the apron and dock and 12' inside the boathouse) must be followed at all times.
- Coaches only are allowed to enter and exit the shed to take out necessary equipment, unless the shed is being accessed in an emergency.
- Coxswains of stern-coxed boats must wear masks and wrap-around eye covering.
- All members should sanitize their hands using an alcohol-based sanitizer consisting of 60% or greater alcohol content upon entering the boathouse, and before and after touching potentially contaminated surfaces and equipment. Members should carry their own small containers of hand sanitizer and a personal pen to use for signing in and out. WRC will also supply hand sanitizer.
- There is to be no physical contact between members while on WRC premises.
- No hot-seating is permitted.
- Members are only permitted to row during the listed hours of operation on SignUpGenius. Rowing with WRC equipment is limited to the period between 30 minutes before sunrise and 30 minutes after sunset.

Indoor Facility Use:

- Members should limit use of the bathrooms, lockers and showers to 1 person at a time or maintain social distancing of 12' recommended by USRowing. Any member using the facilities should clean all surfaces touched, including doorknobs, with the spray disinfectant and paper towels provided.
- Wipe down high-touch areas, such as light switches and door handles, with wipes after contact.
- Ergs, other indoor gym equipment, and the conference room are off limits.
- Do not use trash receptacles...take your trash with you.
- Water bottles may be filled at the fountain, but do not drink directly from the fountain.
- Boathouse towels will not be available. Allow cleaned and disinfected equipment surfaces to air-dry. Alternatively, you may use a personal chamois to dry equipment; however, the chamois may not be stored at the boathouse.
- Do not bring gear, other than keys, hand sanitizer, mask, gloves, and personal pen into the boathouse. A personal seat pad, whistle, and cell phone and case are permitted, but must be moved immediately to the apron or dock.
- Only one person or team is permitted in a boathouse bay at any time.
- Leave the boathouse bay doors open for ventilation while you are in the boathouse and while rowing.

- Please leave the boathouse as soon as you are done.

Outdoor Facility Use (Equipment Sanitation Protocol steps are posted throughout the boathouse if you need a reminder):

- 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.
- Before rowing, disinfect your boat using wipes provided by WRC. Wipe the seat, shoes, gunwales, and seated area. Oar handles should be wiped as well.
- After rowing, wash your boat, seat and oar handles with soap and water. Disinfect your oar handles by dipping them in WRC-provided diluted bleach solution.
- Members should carry their oar set to and from the dock.
- Members preparing diluted bleach solution should wear gloves, mask and eye protection.
- Hose down slings with soap and water after use, then air dry. Use hand sanitizer before and after when handling slings.
- When possible, 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.
- When launching/landing, social distancing should be maintained.

If you have any questions, please contact loupalladino@comcast.net or debmell@aol.com.

Lou Palladino and Debbie Mellor

WRC Safety Co-Chairs

Revised Phase 2 Notice v 4.0

Update #6 (November 15, 2020)

[WILMINGTONROWING] <WILMINGTONROWING-noreply@yahoogroups.com> wrote:

Dear WRC Members:

As we are all painfully aware, coronavirus cases are rising at alarming rates everywhere, including New Castle County. As a reminder, we need to remain vigilant in keeping ourselves, family, friends and community safe. While at the boathouse, please practice the safety measures WRC has put in place: wearing masks, using hand sanitizer, disinfecting boats, social distancing, not lingering, etc. For a refresher of our full protocol, click on <https://wilmingtonrowing.org/home/covid-19-phase-two/>.

As of November 15, 2020, the following are permitted to row:

- Singles
- Doubles with partners living in the same house
- Doubles/quads/eights with an **established crew.... NO NEW TEAM OR RECREATIONAL BOATS CAN BE FORMED at this time...remember, the larger the crew, the greater the risk of transmission.** (After running a report from SignUpGenius, it appears only a few mixed doubles have been rowing anyway).

We encourage those who have been rowing with partners not living in same house to have a frank conversation about COVID-19 safety and determine whether or not you feel comfortable rowing together.

We have been asked about erging after the season ends on December 15. At this point, it is deemed **unsafe**. If that changes, we will reconsider allowing it at a future date.

Stay tuned,
Lou Palladino and Debbie Mellor
WRC Safety Co-chairs

Revised Phase 2 Notice v 5.0 [Place card holder]

Will be included after protocol reviewed and approved by the State of DE Governor's COVID Task Force

Update #7

Appendix D: Enhanced Equipment Sanitation Protocol

This information is posted in the boathouse and to the WRC website

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: Launch Disinfection Protocol

This information is posted in the boathouse and to the WRC website

Launch Disinfection Protocol

Who can use a launch during Revised 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 Revised Phase 2.

Who can use the (gas) shed during Revised Phase 2?

During training sessions, **only coaches, designated scholastic rowers or coached rowing members** are to remove contents such as a motor, safety bag, paddle, coach life vest, etc. from the shed. **Only 1 individual at a time may be in the Gas 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.*

Appendix F: Erg Disinfection Protocol

This information is posted in the boathouse and to the WRC website

Note: Once a rower is on WRC property, they are to wear a mask until they are exercising on an erg.

STEP 1:

Open the bay doors to the boathouse if erging indoors.

STEP 2:

Clean your hands (hand sanitizer or soap and water). Select your erg. Remember to maintain a minimum of 12 feet between other ergs and position the front of your erg to minimize exposure via respiratory signature. If rowing indoors, position your erg in bays 5 and 6 (where eights and fours/quads are stored)

STEP 3:

Wipe down your erg using sanitizing wipes, focusing on the areas you will be touching and or perspiring on. Maintain social distancing at all times and wear your mask while doing this activity. Gloves are recommended if the erg is noticeably dirty, and in this scenario, clean the erg with soap and water while wearing gloves before disinfecting.

STEP 4:

Remove your mask and begin erging. Erg sessions are limited to 1.5 hours, which includes set up, cleaning and disinfection of equipment, exercising, and stow-away time.

STEP 5:

After exercising, wipe down your erg using sanitizing wipes focusing again on the areas you touched or perspired on. Stow the erg away in an upright position in the boathouse area reserved for ergs.

STEP 6:

If you are the last person in the boathouse, remember to close and lock bay doors, turn off the lights, and lock all other doors.

Revision History Log with Summary of Changes		
Phase/ Version #	Version Date	Summary of changes
Phase 1/ v 1.0	Revised Phase 28May Revised Phase 20 Revised Phase 20	Initial document
Phase 1/ v Revised Phase 2.0	30May Revised Phase 20 Revised Phase 20	<ul style="list-style-type: none"> • Section 1.0 <ul style="list-style-type: none"> ○ Added language describing that WRC has no employees. ○ Added language regarding compliance with the State of DE’s 30% capacity limit. • Section Revised Phase 2.1 <ul style="list-style-type: none"> ○ 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 Revised Phase 2.Revised Phase 2 <ul style="list-style-type: none"> ○ Updated socially acceptable distancing to USRowing guideline Revised Phase 2.0 dated Revised Phase 2Revised Phase 2May ○ 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 <ul style="list-style-type: none"> ○ Added language that PPE is to be worn when preparing diluted bleach solution. • Appendix A <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ 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 Revised Phase 2.0 dated Revised Phase 2Revised Phase 2May

		<ul style="list-style-type: none"> ○ Incorporated use of diluted bleach solution for oar handles and use of personal protective equipment when preparing diluted bleach solution ● Appendix D <ul style="list-style-type: none"> ○ Incorporated use of diluted bleach solution for oar handles ○ Updated socially acceptable distancing to USRowing guideline Revised Phase 2.0 dated Revised Phase 2 Revised Phase 2 May ○ 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	0 Revised Phase 2 Jun Revised Phase 20 Revised Phase 20	<ul style="list-style-type: none"> ● Section 1.0 <ul style="list-style-type: none"> ○ Clarified that the capacity will still be below 30% by limiting to both singles and doubles/pairs (for partners who live together). ● Section Revised Phase 2.1 <ul style="list-style-type: none"> ○ Added language permitting the rowing of doubles/pairs only if rowers live with their partner. ● Section Revised Phase 2. <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ Updated Table C indicating that removing towels is a one-time activity. ○ Updated Table C indicating which activities were completed (“done”) by 31-May- Revised Phase 20 Revised Phase 20. ● Appendix C <ul style="list-style-type: none"> ○ 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	15 Jun 2020	<p>Section 1.0.</p> <ul style="list-style-type: none"> ● Added language that Revised Phase 2 will also not permit scholastic and member events. <p>Section Revised Phase 2.0.</p> <ul style="list-style-type: none"> ● Updated who can row during Revised Phase 2 to include coaching for experienced single and double/pair rowers (partners from same household). ● Clarified that health monitoring will be required during Revised 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 Revised 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. <p>Section 3.3.</p> <ul style="list-style-type: none"> ○ Added language regarding launch disinfection procedures and who is responsible for complying. <p>Section 4.0</p> <ul style="list-style-type: none"> ○ Updated the Organization Assignments list to identify new activities pertaining to Revised Phase 2 opening. Phase 1 only activities that were completed are greyed-out, indicating completion. <p>Section 5.0</p> <ul style="list-style-type: none"> ○ Updated the Communication Plan section to identify activities completed in Phase 1 and added new activities pertaining to Revised Phase 2. <p>Section 6.0</p> <ul style="list-style-type: none"> ○ Updated the Incident Action Plan to indicate ongoing monitoring and surveillance in Revised Phase 2.

		<p>Appendix A</p> <ul style="list-style-type: none"> ○ Updated the section on Cleaning and Disinfecting Outdoor Areas to include language about launches and the Launch Disinfecting Procedures. <p>Appendix E</p> <ul style="list-style-type: none"> ○ Added the Revised Phase 2 membership notice. <p>Appendix F</p> <ul style="list-style-type: none"> ○ Added the Launch Disinfection Procedures.
Revised Phase 2 / v 2.0	09Sep2020	<p>Section 1.0</p> <ul style="list-style-type: none"> ○ Added risk-based language with definitions for Low and Medium risk sports. ○ Clarified that all club boats are eligible to be rowed in Revised Phase 2. ○ Identified the WRC Safety and Hygiene Managers with contact information. <p>Section 2.1:</p> <ul style="list-style-type: none"> ○ Clarified who can row in Revised Phase 2 and updated Table A <p>Section 2.2</p> <ul style="list-style-type: none"> ○ Revised USRowing Core Principles language and added information specific to use of eights and coxswains. ○ Added information on the use of bathrooms, showers and lockers. ○ Clarified the conference room is off limits to general members ○ Updated Table B- Additional Safety Guidelines pertaining to Revised Phase 2. <p>Section 4.0</p> <ul style="list-style-type: none"> ○ Updated Table C to include Revised Phase 2 specific active mitigation activities. Also updated the completed mitigation activities in Phases 1 and 2. <p>Sections 5.1 and 5.3</p> <ul style="list-style-type: none"> ○ Revised the language regarding the use of membership emails and Boathouse signage to communicate protocols and preventative measures to rowing members. <p>Appendix A</p> <ul style="list-style-type: none"> ○ Added disinfecting procedures for bathroom, lockers and showers ○ Clarified when cleaning of surfaces is needed (e.g., when dirty). <p>Appendix C</p> <ul style="list-style-type: none"> ○ Consolidated both Phase 1 and Phase 2 email notices into this one appendix. This resulted in the removal of prior Appendix E and re-identifying the existing appendices.
Revised Phase 2 / v 3.0	22Sep2020	<p>Section 2.2</p> <ul style="list-style-type: none"> ○ Removed bullet 4 regarding the daily data cited as requested by Delaware’s Division of Small Business.
Revised Phase 2 / v 4.0	02Nov2020	<p>Section 1.0</p> <ul style="list-style-type: none"> ○ Added guidelines about erging outdoors or indoors during the off-season and added Figure A. <p>Section 2.0</p> <ul style="list-style-type: none"> ○ Added erg guidelines to Table B. <p>Section 3.2</p> <ul style="list-style-type: none"> ○ Expanded disinfection of rowing equipment to include ergs. <p>Section 4.0</p> <ul style="list-style-type: none"> ○ Updated Table C with one-time activities completed during Revised Phase 2 v 3.0 and also included responsibilities pertaining to ergs in Revised Phase 2 v 4.0. <p>Section 5.0</p> <ul style="list-style-type: none"> ○ Revised the communication plan to include notifying the members that erging may occur during the off-season. <p>Appendix A</p> <ul style="list-style-type: none"> ○ Included statements about cleaning and disinfection of ergs. <p>Appendix C</p>

		<ul style="list-style-type: none"> ○ Added a place card holder for the membership email notifying members that erging may take place during the off-season following specified guidelines. The email notice will be added once the protocol receives approval from the State of Delaware. <p>Appendix F Added new Appendix F detailing the erg disinfection protocol.</p>
Revised Phase 2 / v 5.0	26Feb2021	<p>Section 1.0</p> <ul style="list-style-type: none"> ● Removed scholastic program from paragraph 2. ● Updated fire code occupancy from 30% to 50%, per revised State of DE regulations. ● Revised information on erg use, specifically that ergs may be used in a designated area of the parking lot or in Bays 5 and 6. <p>Section 2.0</p> <ul style="list-style-type: none"> ● Updated to include Scholastic Program rowers as members who may row. <p>Section 2.1</p> <ul style="list-style-type: none"> ● Updated Table A regarding who can row, specifically clarifying waivers that must be on file for actively rowing members and scholastic rowers. <p>Section 2.2</p> <ul style="list-style-type: none"> ● Added clarifying language that all persons indoors must be masked at all times. ● Included language that, per USRowing, vaccinations are not a substitute for following COVID guidelines as outlined in the protocol. ● Added language regarding safety precautions when rowing larger boats, such as eights and fours/quads. ● Added language regarding precautions when coaching groups of rowers. ● Updated Table B that scholastic rowers are not required to use SignUp Genius to reserve a boat during scholastic training practices. Also clarified when coaches need to wear masks, and restriction of the Gas Shed to 1 coach, or 1 coached rowing member or 1 coached scholastic rower at a time. <p>Section 4.0</p> <ul style="list-style-type: none"> ● Updated Table C to include erg language. <p>Section 5.0</p> <ul style="list-style-type: none"> ● Updated language to state that scholastic rowers are not required to use SignUp Genius to reserve a boat during scholastic training practices. <p>Appendix C</p> <ul style="list-style-type: none"> ● Added "Revised Phase 2 Notice 4.0 (Update #6) sent to WRC Membership on Nov 15, 2020. ● Added a placard holder for "Revised Phase 2 Notice 5.0 (Update #7). <p>Appendix E</p> <ul style="list-style-type: none"> ● Updated to include language regarding who may access the Gas Shed and limiting access to 1 individual at a time.