



RNYC COVID-19 Prevention Plan

2020

COVID-19 PLAN

As it relates to COVID-19, the RNYC believes it's important to manage the risk for our Members as required by the Chief Medical Officer. The RNYC is supporting the direction from both Federal and Provincial Government, health authorities and agencies, and taking measures necessary to prevent the spread of COVID-19.

The RNYC is working alongside the Municipality of Conception Bay South as well as other levels of government and health authorities to make the best decisions possible in response to COVID-19. This Prevention Plan will be in force until such time as the restrictions imposed by the public health emergency are lifted by the Chief Medical Officer.

General Operations

In an effort to minimize public gatherings and help prevent the spread of COVID-19, the RNYC will be closing all RNYC buildings, including the club house (except for the downstairs washroom), to members and the public, effective immediately (March 27, 2020). The RNYC's first priority is to protect the health and wellness of our employees. To do this, until further notice we are implementing a focus on our core service offering only.

PROCEDURES: The following protection measures shall be instituted to protect against the spread of Covid-19:

1. All RNYC buildings, including RNYC Club House and the Sailing School, are closed to Members and the public until further notice.
2. A barricade is to be erected at the entrance to the RNYC to control access.
3. Non-members are not permitted on site without the permission of the General Manager.
4. The RNYC will maintain core services during the close down and Members will be able to avail of online services. Core services consist of maintenance and operation of the RNYC physical site including snow and ice control to enable Members' access to their boats, maintaining electrical service to boats, planning for seasonal operations and maintenance and operation of office functions (billing and payment functions, website maintenance and other related activities).
5. The RNYC Bar Restaurant will remain closed until further notice.
6. All RNYC recreational programming and rentals are suspended until further notice, including birthday parties, user group rentals, and other related activities. Our staff will be reaching out to those with rentals directly and will work to reschedule for a later date.
7. All RNYC-hosted events are cancelled until further notice.
8. RNYC Executive meetings will be held through telephone and/or internet platforms.
9. The semi-AGM scheduled for March has been postponed until further notice.
10. The RNYC has activated a work from home approach wherever possible to provide business continuity and maintain core services. Members can call the RNYC main phone line at 834-5151 or email us at manager@rnyc.nf.ca.

11. A maximum of 25 Members will be permitted on RNYC property at any one time. with all members maintaining at least 2 metres of outdoor physical separation. The most recent version of the Government of Newfoundland & Labrador guidelines and requirements for COVID 19 will be appended to this PLAN for ready reference.
12. Members must inform the General Manager of all visits to the grounds by telephone, text or email. All persons shall be required to identify the area in which they plan to visit on the RNYC site. Access to areas (wharves in particular) will be controlled by the General Manager to prevent multiple persons from coming into close contact (such as when walking past each other on narrow wharves) to prevent close contact).
13. As per Government of Canada guidance, high risk Members are defined as: older adults and people with immune compromising conditions and chronic diseases who appear to be at greater risk of severe disease. The application of the risk informed decision making guidelines (Government of Canada) recommends that mitigations such as the use of individual measures including: frequent hand hygiene; social distancing; respiratory etiquette; and staying home when ill, be implemented. Alternatively, Members at high risk should consider having a lower risk individual come to site in their stead.
14. Any Member who is exhibiting symptoms resembling COVID-19 or flu-like symptoms, or any Member who has come into contact or potentially come into contact with a person or persons who may have been infected MUST self-declare to other Members, Staff and Management of the RNYC and will be prohibited from visiting the RNYC site and will be informed of the reporting form and or 811 as per Chief Medical Officer requirements. <https://www.gov.nl.ca/covid-19/> .
15. If a Member is concerned they have COVID-19 symptoms they may complete the self-assessment tool which is available at (<https://www.811healthline.ca/covid-19-self-assessment/>) or call 811.
16. While on site Members shall abide by social distancing protocols, i.e. maintaining a minimum distance of 2 m from other individuals.
17. All visits by non-members to the RNYC must be pre-arranged with the General Manager. Signage at the barricades at the entrance to the RNYC will indicate authorized personnel only.
18. The basement washrooms in the Clubhouse will be open to provide hand washing facilities and sanitizing wipes. Sanitizing wipes will be available at the door and Members are asked to wipe the inside and outside door handle upon exiting and disposing the wipes in the container outside the door. The washrooms shall be cleaned daily at a minimum, and if there are periods of high usage, they will be cleaned twice a day: mid-day and at the end of each day.

OUTSIDE CONTRACTORS

Contractors engaged by the RNYC, Utilities companies, or any persons or organizations operating or performing services or work on RNYC premises will abide by the requirements of The Chief Medical Officer and must submit a Covid-19 Plan. This Plan will be submitted to the NL Occupational Health and Safety Division by the RNYC for review prior to the performance of any services.

PROCEDURES: Contractors shall follow the following protection procedures when conducting work on RNYC property:

1. Upon issuance of the contract, the Contractors and service providers will be informed by the RNYC of the requirement to submit a Covid-19 Plan that meets the standards established by the NL Chief Medical Officer.
2. Work crews shall notify the RNYC General Manager by phone or electronic messaging advising when they expect to arrive on site.
3. The number of on-site personnel shall be minimized at all times and a maximum of 15 workers shall be permitted on site at any one time with all workers maintaining a minimum 2 m of outdoor physical separation.
4. Any Contractor personnel who is exhibiting symptoms resembling COVID-19 or flu-like symptoms, or any worker who has come into contact or potentially come into contact with a person or persons who may have been infected **MUST** self-declare to other workers, their supervisor and Staff and Management of the RNYC and **will be prohibited from visiting the RNYC site** and encouraged to complete the self-assessment tool (<https://www.811healthline.ca/covid-19-self-assessment/>) or call 811 as per Chief Medical Officer requirements.
5. All Contractor personnel shall complete a Health Declaration Form before being allowed on the premises.
6. Personnel shall arrive at site in separate vehicles in order to maintain social distancing.
7. Each employee is required to disinfect high touch areas: the steering wheel, gear shifts, door handles and other surfaces prior to using a company truck or vehicle to travel to RNYC site and shall use hand sanitizer to disinfect their hands. Sanitizing wipes and/or cleaners will be kept in each piece of equipment and encourage wipe downs in the morning and at night
8. Storage of personal gear such as jackets, vests and rain gear are not permitted on-site unless stored in a location where contact with individuals is not possible (an infected individual may have left respiratory droplets on their clothing, which could expose others if they touch the clothing COVID-19 pandemic, and as well cleaning sanitization schedules established.
9. Personnel shall maintain a 2 m separation from ALL other persons (social distancing) while present on RNYC property.
10. Work crews shall be limited to a maximum of 4 workers unless otherwise approved.
11. Once the work on site has been completed the workers are to wipe down all tools with disinfectant and dispose of the disposable gloves.
12. All excess material and or debris brought to site or generated in the performance of the work shall be removed and disposed of appropriately off site.
13. Work crews are to notify the General Manager by telephone or electronic messaging when they have left the site.
14. If more than one contractor is present at the RNYC at any one time, the principal contractor shall designate an individual at the work location to coordinate communication among contractors as well as with the RNYC General Manager for the purpose of ensuring health and safety and compliance with the Covid-19 protective procedures on the worksite. In the event that this should occur, the outcomes of these communications will be reviewed in conjunction with the OHS Division.
15. The basement washrooms in the Clubhouse will be open to provide hand washing facilities and sanitizing wipes. Workers are encouraged to wash their hands frequently. Sanitizing wipes will be available at the door and workers are

- asked to wipe all contacted surfaces as well as the inside and outside door handles upon exiting and disposing the wipes in a specialized container outside the door. The washrooms shall be cleaned daily at a minimum, and if there are periods of high usage, they will be cleaned twice a day: mid-day and at the end of each day.
16. Handwashing posters will be placed in each washroom as per the Chief Medical Officers recommendations - <https://www.gov.nl.ca/covid-19/files/Covid19Hand-Washing-Poster.pdf>
 17. Any Contractor personnel who is exhibiting symptoms resembling COVID-19 or flu-like symptoms, or any worker who has come into contact or potentially come into contact with a person or persons who may have been infected MUST self-declare to other workers, their supervisor and Staff and Management of the RNYC and will be prohibited from visiting the RNYC site and informed of the reporting form and or 811 as per Chief Medical Officer requirements.
<https://www.gov.nl.ca/covid-19/> .
 18. If an Employee is concerned they have COVID-19 symptoms they may complete the self-assessment tool which is available at:
<https://www.811healthline.ca/covid-19-self-assessment/> or call 811.
 19. Work crews shall notify the RNYC General Manager by phone or electronic messaging advising when they have left the site.

BOAT PREPARATION AND LAUNCH

Preparation of boats for launch will typically start in April with bottom coating and other associated activities. Launch is scheduled to start on May 1st.

PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

- Hand sanitizer
- Safety vest or jacket
- Disposable gloves
- Heavy rubber work gloves
- Disinfectant wipes and paper towels
- CGSB approved PFDs

PROCEDURES: The following procedures shall be followed by Members during the preparation and launching of their boats:

BOAT PREPARATION:

1. A maximum of 25 Members are permitted on the RNYC grounds at any one time with all members maintaining a minimum 2 metres of outdoor physical separation.
2. Members must schedule an appointment with the General Manager to access the RNYC to prepare their boat for launch. Appointments should be made during regular business hours. All persons shall be required to identify the area in which

- they plan to visit on the RNYC site. Access to areas (wharves in particular) will be controlled by the General Manager to prevent multiple persons from coming into close contact (such as when walking past each other on narrow wharves) to prevent close contact).
3. High risk Members should refer to NL Government and Federal Government guidance before going to the RNYC.
 4. As per Government of Canada guidance, high risk Members are defined as: older adults and people with immune compromising conditions and chronic diseases who appear to be at greater risk of severe disease. The application of risk informed decision making guidelines (Government of Canada) recommends that mitigations such as the use of individual measures including: frequent hand hygiene; social distancing; respiratory etiquette; and staying home when ill, be implemented. Alternatively, Members at high risk should consider having a lower risk individual launch their boat in their stead.
 5. Communication with the General Manager shall be by telephone or electronic messaging.
 6. Members will be allocated a time period to complete the required preparations. The duration of which shall depend on the amount of work required.
 7. Members should conduct the preparations themselves wherever possible or delegate an individual to conduct the work. Co-habitants (spouses / partners) are permitted to work on boats together, however the maximum number of persons on site shall not exceed 25.
 8. Social distancing shall be maintained at all times.
 9. Left over materials brought to site must be removed and disposed of appropriately off site.
 10. Members are to inform the General Manager when they arrive at the RNYC as well as when they depart via telephone or electronic messaging.

BOAT LAUNCH

1. Members must schedule an appointment with the General Manager to access the RNYC to launch their boat.
2. Members will be scheduled at 2 hour intervals to launch their boats, during which the boat is to be lifted and transported to the launch bay by Yard Staff.
3. Only the owner and an assistant (if required) will be permitted to take part in the launch operation.
4. The Yard Master shall ensure that ALL personnel shall adhere to social distancing (minimum of 2 metres) which shall be maintained throughout the launch procedure.
5. The Yard Master shall restrict personnel and vehicular access in the area of boats being lifted and transported to only those required for the operations and shall follow any traffic control measures on site for pedestrian and power mobile equipment.
6. Each employee is required to disinfect the steering wheel, gear shifts, door handles, and other surfaces prior to and after using travel lift or tractor and will use hand sanitizer to disinfect their hands.
7. A hand sanitizer dispenser shall be provided near the controls of all heavy equipment.

8. The Operator and the Spotter are the only individuals to handle the slings and the connecting ropes. If work tasks with the lifting and transport of vessels require persons to be within the required social distancing (2 m), then other controls will be required. Examples of these are barriers, or combination of respiratory protection and face shields or goggles.
9. The Yard Master is designated as the person in charge of boat lifting and transporting operations in RNYC yard. All other personnel engaged in the operations shall take direction from the Yard Master. This includes RNYC boat owners, Members and persons assisting Members in the handling of their boats.
10. No other persons shall be permitted to be within 10 m of the site of activity.
11. Upon launch of the boat the Owner shall board and after confirming the seaworthiness of the vessel, immediately move the boat to its berth.
12. Yard staff should disinfect work gloves with disinfectant wipes if possible and wash hands following the launch of each boat. Disposable gloves shall be disposed of appropriately.
13. An Inventory of sanitizer, cleaning products and signage shall be maintained by the General Manager and checked at the close of business each day.

POST LAUNCH

1. Subsequent to launch, social distancing is to be maintained on the wharfs and access gates. Members are to be aware of other individuals on the wharf and shall use the Catwalks to maintain at least 2 m separation. Effective verbal communication will be essential.
2. Members should not handle the lines of other boats.
3. Signage shall be posted at the entrance and along the RNYC wharfs reminding Members to maintain at least 2 m separation at all times.
4. Adjacent boats shall not dock at the same time. A boat operator shall wait until all crew of an adjacent boat have moved at least 2 m from the Catwalk/dock before docking.
5. In the event that life saving equipment on the wharf is deployed, the General Manager should be informed so that the equipment can be cleaned and sanitized.

COMMUNICATION

The Covid-19 Prevention Plan will be communicated to the Membership via email and will be available on the RNYC website. Contractors and other agencies will be informed by telephone and / or email. Any changes or revisions to the Plan will be likewise communicated when and if required. The OHS Division will be notified of any changes or revisions.

ADDITIONAL INFORMATION

Main COVID-19 LINK

<https://www.gov.nl.ca/covid-19/>

Link to Government of Canada COVID -19 information:

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

Link to Government of Newfoundland and Labrador Health:

<https://www.health.gov.nl.ca/health/publichealth/cdc/coronavirus/>

Link to World Health Organization: <https://www.who.int/>



Covid19-Prevention-
Poster.pdf



Covid19-Washroom-
Door-Poster.pdf



factsheet-covid-19-W
ORKPLACE AND PUBLI

Health Declaration Form – Contractor Personnel

RNYC is closely monitoring the ongoing Coronavirus (COVID-19) outbreak. The health, safety, and well-being of our Members, employees, and contractors is our top priority. In light of the ongoing situation, we ask that you complete this form to ensure we can support the health and well-being of all personnel present at the RNYC. If at any time you find yourself experiencing even mild COVID-19 related symptoms, notify your supervisor immediately.

This information will be kept confidential and will not be shared without personnel consent.

Please Respond to the following:

1. Are you currently experiencing any COVID-19 related symptoms such as a high temperature, cough or difficulty breathing?

Yes
 No

2. Have you been in contact with a confirmed COVID-19 virus patient in the last 14 days?

Yes
 No

3. Have you traveled outside Canada in the last 14 days?

Yes
 No

4. If yes, have you self-isolated for 14 days

Yes
 No

5. Have you traveled outside the province in the last 14 days?

Yes
 No

6. If yes, have you self-isolated for 14 days

Yes
 No

Name: _____

Signature: _____