



**COMMUNITY BOATING CENTER**  
INDIA POINT PARK, PROVIDENCE

## COVID-19 Control Plan

Revised 6/10/20

Community Boating Center (CBC)  
109 India Street, Providence, RI 02903  
Manager & HR Representative: John O'Flaherty  
401-454-7245, info@communityboating.com

CBC recognizes the need to reopen safe, fun, & educational programs for working families in RI. Given the implications & potential risks of COVID-19, CBC is exercising additional precautions to protect the health & safety of students and staff and ensure that our programs adhere to public health protections to prevent the spread of COVID-19. This written COVID-19 Control Plan is based upon template provided by REOPENING RI:

### Face masks and coverings

To ensure employees comply with face covering requirements, we have:

- Informed employees of the requirement to wear facemasks unless an employee and/or visitor can easily, continuously, and measurably maintain at least six (6) feet of distance from other employees and/or visitors for the duration of his or her work and/or time in a building.
- Procured cloth masks for all employees.
- Distributed cloth face masks to all employees who need one at no cost and have a plan to distribute additional face masks in the event of loss or damage.
- Informed employees of the need to clean their facemask between uses.
- Implemented other procedures.

### Staff Face Coverings:

- Face coverings provided to all employees
- All adults/staff caring for students must wear a cloth face covering
- Employees/visitors are required to wear face coverings unless employee/visitor can easily, continuously, measurably maintain at least 6 ft. from other employees/visitors for duration of his/her work and/or time in building.
- Face covering requirement clearly displayed in signage, website, social media, along with other safety protocols
- Councilors under 18 follow same guidelines
- Face coverings are not required of children when interactions are limited to only children and adults in the stable group
- Face coverings used in common areas, & drop-off/pick-up when possible unavoidable close interaction between stable groups

### Social distancing/organizing staff

To meet social distancing requirements we have:

- Implemented staff management policies to reduce number of employees in workplace at the same time (organization of crews into "teams" to mitigate cross-team exposure)

### Staff Management:

#### - Stable staff teams/stable groups (daily log)

- Adjusted meeting, conference, and social gathering policies to comply with requirements RIDOH has published on gathering sizes and restrictions outlined in active executive orders and communicated these limitations to employees.
- Designate 6' spacing in high traffic areas to ensure employees and customers maintain six feet of distance between themselves.
- Distributed social distancing instructions to employees and posted social distancing instructions/signage for visitors/customers.
- Modified workspaces to allow for six feet apart between employees.

### Group Size:

- Max group size of 15 including staff
- Students/staff in stable session group/space
- Groups not combined for drop-off/pick-up
- Groups not combined for activities
- Students don't change groups
- Space partitioned w/ secure, 4'+ walls
- Social distancing maintained when possible
- 6' space not required in stable youth group
- Stable youth group may utilize close play
- 14'+ maintained between stable groups

### Meeting Spaces:

- Instruction/operations limited to outdoors
- On-the-water instruction maximized
- Bathrooms accessible (1 person wait limit)
- Only students & staff admitted to building
- Fresh air circulation via open door/window
- Separate space used for each stable group
- Outdoor Upper Deck, Lower Level 1 & 2
- Outdoor Classroom – demo space
- Storage container to be staffed (no students)
- Water filling stations staffed (staggered fills)
- Spaced rigging/de-rigging stations on shore
- Staggered times for dock launch/retrieval
- Park access monitored and controlled

### Youth Student Drop-Off and Pick-Up:

- Remote (online) sign-up/registration
- Staggered arrival and departure times
- Students met by CBC staff at ramp bottom
- One-way traffic arrows marked on ramp
- COVID screening tool posted/verbally given
- Parent/guardian should wait until passed
- Students wash hands before class
- Sign-out by visual ID confirmation

### Visitors:

- Discouraged from camp
- Documented arrival/departure in log
- Verbally pass COVID-19 screening form
- Maintain 6 ft. social distancing
- Wear cloth face covering

- Documented where social distancing may not be possible and outlined mitigation measures for these circumstances.

### Emergency Situations:

- Instructors may need to be closer than 6' for short periods while operating a safety boat.
- Common safety procedures, such as capsizes, man overboard, breakdown, etc. may require instructors to come in close contact with students for short periods of time.

- Made plans to address carpooling practices or shared vehicles, such as company cars or delivery vehicles
- Implemented other procedures.

### Safety Boats:

- Staff to maintain 6' distance in safety boats
- One in stern, one in bow (marked 6' spots)
- Wear mask on chase boat w/ 2+ people

### Use Specific Boats:

- Assign specific boats for each session
- Utilize single kayaks/stand-up paddleboards
- Max capacity = 4 (passengers + captain)

### Staff Must:

- Keep 6' from students when possible
- Use radio specifically assigned for season
- Use personal lifejacket
- Train in CBC COVID-19 procedures
- Pass daily COVID screening tool

### Response to a positive case/outbreak

To ensure proper management of a positive COVID-19 case or outbreak, we have:

- Agreed to call RIDOH immediately upon being informed of a positive case amongst your workforce at 401-222-8022, or 211 after hours, so they can assist in contact tracing and provide further instruction.
- Developed a COVID-19 sick policy and communicated it to employees.
- Assigned a minimum of one representative to work with RIDOH on testing employees, contact tracing, case investigation, isolation and quarantine, and any other follow-up related to outbreak containment.

### CBC Representative:

**John O'Flaherty, Executive Director**

- Prepared your company to respond to a positive case or outbreak in the workplace by, for example:
  - Reviewing the general business guidelines with personnel and agreeing to call RIDOH in the case of an outbreak or positive case.
  - Ensuring sick policies accommodate any quarantine or other directed isolation of the personnel "team" or "pod" in which a positive case is located.
  - Closing a portion or entirety of the workspace for a thorough cleaning.
  - Implementing other procedures

- ☑ Describe your plan for managing employees, including other employees in a “team” or “pod,” if or when a coworker tests positive for COVID-19

**“On Call” employees as replacements**

**Minimizing access by COVID-19-positive or symptomatic individuals**

To ensure COVID-19-positive or symptomatic individuals have minimal access to workplace, we have:

- ☑ Communicated w/ employees need to stay home if they test positive for, have been exposed to/have symptoms of COVID-19.
- ☑ Established screenings that can be conducted verbally, by app, by phone, or by another method of the employer’s choosing including, if necessary, the posting of an informational poster that communicates the screening requirements.
- ☑ Describe company’s screening process and the communications that have been issued to employees instructing them to stay home if they test positive for, have been exposed to, or have symptoms of COVID-19.

**Guidance for Employees:**

- Any employee who is ill should isolate at home until they have been symptom free for 3 full days without the use of fever-reducing medicine AND at least 7 days have passed from symptom onset.

- Staffing plan (accounts for potential staff absenteeism and plans for stable staff)  
 - Daily COVID19 Screening Tool used for staff  
 - If an employee appears ill or reports any COVID-19 symptoms they will be sent home.  
 - Documented CBC COVID-19 staff training  
 - Self-attestation form will be posted in hall  
 - Staff/students with COVID-19 symptoms that can’t be explained by allergy/ non-infections cause will be excluded from participation  
 - Employees/students sent home may not return to program until he/she provides competent evidence to CBC demonstrating:

- He/she tested negative for COVID-19; or
- He/she was tested positive for COVID-19 but he/she has since met RIDOH guidelines for ending isolation; or
- He/she can provide a doctor’s note stating he/she is not contagious
- How to get a COVID-19 test on RIDOH site
- CBC will not disclose names of who tests positive except as required by law.

**Isolation & Communication:**

- Main office serves as “isolation room” for sick students pending pickup by caregiver  
 - COVID-19 approval form/plan posted in hall  
 - Emphasize employees stay home if sick  
 - Emphasize increased handwashing hygiene  
 - Handwashing posters mounted in restrooms

- ☐ (Optional) chosen to supplement screening questions with temperature checks.
- ☑ Implemented other procedures.

**Communication with employees**

To make sure you and your employees have a shared understanding of how to operate during Rhode Island’s phased reopening, we have:

- ☑ Shared information with employees to remind them of the requirement to stay home if they are sick and inform them of sick-time policies.
- ☑ Posted signs or posters describing the business’ rules for wearing of masks, social distancing of six feet between parties, and specifying, at the entrance of facilities, that sick individuals should stay home.
- ☑ Determined the steps you will take upon learning of an employee who has tested positive for COVID-19, including how you will work with RIDOH to identify which other employees will need to be quarantined and how you will communicate this information to the other employees while respecting health privacy laws.
- ☑ Communicated this information to your employees in their preferred language.
- ☑ Discussed with or distributed information to employees about how the company will address employee concerns.
- ☑ Implemented other procedures

**Continuous monitoring of evolving guidance**

**Cleaning and decontamination**

To ensure proper cleaning and decontamination of the workspace, we have:

- ☑ Instructed workers to wash hands for at least 20 seconds with soap/water frequently throughout day, especially at beginning and end of their shift, prior to any mealtimes, after cleaning, after removing gloves (where applicable), and after using the restroom.
- ☑ Made hand-washing facilities with soap and running water available to employees and visitors/customers, or will be providing hand-sanitizer (with at least 60% alcohol content) that can be used for hand hygiene in place of soap and water (sanitizer is an option only if hands are not visibly soiled.)
- ☑ Developed procedures for monitoring the supply of soap and/or hand-sanitizer, and replenishing it as needed.
- ☑ Made a plan for or arranged for cleaning of the business at least once per day. In addition, made a plan to comply with RIDOH regulations and CDC guidelines.

**CBC written cleaning procedure:**

- Procedures follow CDC cleaning guidelines  
 - Frequently touched surfaces cleaned often  
 - Cleaning products kept in staff-only area  
 - Staff trained in written/posted procedure

- ☑ Implemented new procedures to ensure cleaning & disinfecting of work surfaces, including equipment, tools & machinery, vehicles & areas in the work environment, including restrooms, break/lunch/meeting rooms, and drop-off/pick-up locations in compliance with CDC guidelines.

**Restrooms & Common Areas Sanitized**

- Documented cleaning procedures  
 - Full cleaning after each class shift  
 - Soap and hand sanitizer provided  
 - Lysol/cleaning wipes provided  
 - Record of date, time, procedure maintained

**Equipment & Materials**

- Boats, dollies sanitized between shifts/daily  
 - Chairs, whiteboards, sanitized often

- ☑ Implemented other procedures.

**Cleaning Supplies**

- Maintain adequate PPE & cleaning supplies  
 - Hand sanitizer located in key traffic areas

**Staying up to date on industry-specific guidance**

To ensure that we stay up to date on the guidance that is being issued by the State and by our industry associations regarding our particular business setting and in general, we will:

- ☑ Consult <http://www.reopeningri.com>, the RIDOH website, and Governor’s Executive Orders on a weekly basis or whenever notified of the availability new guidance.
- ☑ Stay in touch with US Sailing, our industry association, regarding guidance or pledge pertaining to business operations.

**US Sailing Guidance for Junior Sailing:**

**Lesson Structure:**

- Reduce class sizes to state/local guidelines  
 - Offer private and semi-private lessons  
 - Assign instructors to one class per session  
 - Keep family members together if possible  
 - Stagger student arrival and departure times  
 - Create separate meeting areas for classes  
 - Meet outside whenever possible  
 - Increase space between boats & equipment  
 - Allow 6ft.+ between students when possible  
 - Mark 6-foot buffer zones for reference  
 - Have clear plans/schedules to reduce traffic  
 - Do not allow classes to mix  
 - Post sanitization/social distancing signage

**Boats and Equipment:**

- Offer single-handed boats  
 - Clean/sanitize boats, gear, equipment

**Students Bring:**

- Lifejacket (limited, assigned PFDs available)  
 - Backpack or duffel (labeled with name)  
 - Cloth masks (to be worn on land)  
 - Hand sanitizer  
 - Water bottle (filled with water)  
 - Sunscreen (not to be shared)  
 - Lunch (all trash is pack-in/pack-out)  
 - Closed-toe shoes (no bare feet or flip-flops)

**Other:**

- Office window serves as customer barrier  
 - No brochure/map rack - hand-out only  
 - All adults fill out “float plan” w/ contact info  
 - No smoking on campus