



COMMUNITY BOATING CENTER
INDIA POINT PARK, PROVIDENCE

COVID-19 Control Plan

Revised 5/5/21

Community Boating Center (CBC)
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CBC recognizes the need to offer 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. CDC guidance advises all staff, campers and visitors to wear a high-quality mask to prevent the spread of COVID-19.
- 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 people in camp facilities should wear masks at all times with exceptions for certain people or for certain settings or activities, such as while eating/drinking or swimming
- Employees, volunteers, and visitors are required to wear face coverings
- Campers & Staff can use well-fitting cloth masks with two or more layers of tightly woven, breathable fabric or disposable masks
- Do not use a mask when doing activities that could get your mask wet, like swimming
- A wet mask can make it difficult to breathe and might not work.
- Face covering requirement clearly displayed in signage, website, social media, along with other safety protocols
- 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 (guidance allows 26)
- 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
- 3' distancing maintained when possible
- 3' space not required in stable youth group
- Stable yth group may engage in close play
- 6'+ 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
- 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 sidewalk
- 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, 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 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 plan for managing employees, including employees in a "team" or "pod," if or when coworker tests positive for COVID

"On Call" employees as replacements

Minimizing access by COVID-19-positive or symptomatic individuals

To ensure COVID positive/ symptomatic people 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 including, posting of an informational poster that communicates the screening requirements.
- ☑ Describe 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:

- All employees, volunteers, and campers encouraged to get vaccinated when eligible
- In the event that an employee or child screens positive for any COVID-19-like symptoms or is currently directed to be in quarantine or isolation, CBC shall send the employee or child home and take any additional necessary and appropriate action, in accordance with applicable laws and current RIDOH guidance
- Any employees or children sent home may not return to camp until the individual (or his/her parent) provides competent evidence to the camp demonstrating that:

- Individual tested negative for COVID; and
- Has had no fever for at least 24 hours without use of fever-reducing medications and symptoms have improved
- Individual tested positive but has since met RIDOH guidelines for ending isolation

- Fully vaccinated people with no COVID-like symptoms do not need to quarantine or be tested following an exposure to someone with suspected or confirmed COVID-19.
- Staffing plan (accounts for potential staff absenteeism and plans for stable staff)
- Daily COVID-19 Screening Tool used for staff
- Documented CBC COVID-19 staff training
- 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

- ☑ Implemented other procedures.

Communication with employees

To make sure 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 to 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 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, and 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 high touch surfaces & 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

- Tillers/dolly handles sanitized each shift
- 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
- 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 3 ft.+ 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 high touch area of boats, gear

Students Bring:

- Lifejacket (limited, assigned PFDs available)
- Backpack or duffel (labeled with name)
- Cloth masks (to be worn when possible)
- 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 have "float plan" w/ contact info
- No smoking on campus