



## COVID-19 Safety Plan – updated July 16, 2021 – Step 3

Bluffers Park Yacht Club (BPYC), adheres to federal, provincial, and municipal Covid-19 orders. As the situation evolves, we will continue to update our procedures as necessary to remain current with these orders. Our members' adherence to these procedures is mandatory. Each of us has a vital role to play in supporting federal, provincial and municipal efforts to manage the impact of COVID-19 on our most vulnerable citizens, our health care system and keep each other safe.

Members of the BPYC Board of Directors met to update our Covid-19 Safety Plan. We have sought direction from the government, Health Care professionals, other yacht clubs and the Ontario Sailing Association to provide a set of comprehensive guidelines to lead us through this pandemic.

As the COVID-19 pandemic is an evolving situation, this plan will be reviewed regularly and changes made as required. Refer to the Ontario Government's [COVID-19 website](#) for up-to-date information.

### 1. How we ensure that all members, contractors, workers and visitors know how to keep themselves safe from exposure to COVID-19 while at BPYC

The Covid-19 Safety Plan was developed with guidelines and procedures to keep members, contractors, workers and visitors safe while at BPYC. Table 1 outlines the methods by which these guidelines and procedures are communicated to members, contractors, workers and visitors so that they are aware of how to keep themselves safe from exposure to COVID-19 while at BPYC. NOTE: Each member is responsible for ensuring that all guests or contractors working on their boat are aware of and adhere to the guidelines/procedures currently in place at BPYC.

Key resources utilized: Toronto Public Health (TPH), Ontario Ministry of Health, Public Health Agency of Canada, Centers for Disease Control and Prevention, World Health Organization, UHN Occ. Health, Public Services Health and Safety Association and Canadian Centre for Occupational Health and Safety.

#### **Covid Signage, supply of sanitizers/cleaning - Peter Mitchell, House Director**

Signage for handwashing in the outdoor washrooms and by all sinks

BPYC Procedures/Guidelines signage

6ft/2 metre physical distancing signage

Signage posted at all areas identified as gathering areas

## **Communications – Linda Dudas, Commodore, Diane Bickers, Vice Commodore, Geoff Fairbank, Webmaster**

Email blasts to membership

Updates in Spinnaker Sheet

Procedures/Guidelines/ Restrictions

Website - Covid-19 information folder

## **Launch/Haulout – Geoff Park, Harbourmaster**

Specific emails leading up to Launch/Haulout

Outlining self-assessment procedures

Safety guidelines and procedures

Shift Start briefings for reminders of safety guidelines and procedures, PPE (Personal Protective Equipment)

## **BPYC Membership**

As a member-run club, members are expected to self monitor and follow all guidelines contained within the Safety Plan. Members are required to read and follow the current BPYC COVID-19 Safety Plan.

The plan outlines self-assessment procedures, hand washing, physical distancing and mask wearing requirements for BPYC members, visitors and contractors, self-tracking of time on the property and notification procedures in case of illness.

## **2. How we Screen for Covid-19**

Types of screening methods in place:

Passive self-screening: All members, contractors, workers and visitors are asked to self assess prior to entering the property and continuously while on the property.

Active self-screening: All members must complete the BPYC online screening form and/or sign the Covid tracing binder before coming onto BPYC property.

All work crews/members at BPYC must complete the online BPYC Covid-19 Screening form prior to reporting for their shift for launch/haulout. Documents are kept on file.

All reciprocal guests must read BPYC's current Covid Overview Protocol and review the screening questions both posted at the outdoor notice board. They must complete our visitor sign in sheet, thereby acknowledging they have reviewed our Covid Overview Protocol and are symptom free.

## **3. How we control the risk of Covid-19 transmission at BPYC, Table 1**

Table 1

Control Measure	Summary
Limitations	<ul style="list-style-type: none"> <li>- No in-person board meetings or membership meetings - Virtual only</li> <li>- No in-person Committee meetings - Virtual only</li> <li>- Clubhouse open based on current recommendations and regulations</li> <li>- Outdoor washrooms and clubhouse washrooms open but will be closed during cleaning to eliminate contact between members and cleaners</li> </ul>
Engineered controls	<ul style="list-style-type: none"> <li>- Washroom facilities limited to one household at a time</li> <li>- Provide hand sanitizer, disinfecting spray and cleaning instructions at outdoor washrooms and at outdoor sinks – Notify Peter Mitchell if supply is low</li> <li>- Spacing of outdoor seating/picnic tables to allow physical distancing and provide paper towels, hand sanitizer and spray for cleaning by members before and after use. Signage provided for maximum occupancy</li> <li>- When restrictions allow for bar operation, bar service on the deck only. Payment options will be decided when needed</li> <li>- If permitted, refreshment service at Launch/Haulout will be outside on the clubhouse deck, with limited access</li> </ul>
Launch/Haulout  Geoff Park Harbourmaster	<ul style="list-style-type: none"> <li>- The number of members allowed on the club property for launch/haulout will be limited to reduce the size of crews. Only the member/or assigned designate may be present. If assigning a designate, contact Geoff Park with the person’s name and contact information. Once your boat is docked and secured, and/or you have completed your shift, you must leave the property.</li> <li>- To help keep the outdoor washrooms sanitized, members will be assigned to spray and sanitize several times during their shift, wearing full PPE</li> <li>- Online screening form must be completed before your shift, this helps with Covid tracing</li> <li>- When you come to the club, you will be asked the Covid screening questions once more</li> <li>- All members are encouraged to download and use the Covid Alert mobile app</li> </ul>
Personal Protective Equipment	<ul style="list-style-type: none"> <li>- Mask wearing: While on the property, members, contractors, workers and visitors are to wear a mask whenever they are unable to maintain 6ft/2m distance</li> <li>- Mandatory mask wearing when in the clubhouse and using the washrooms</li> <li>- Additional PPE, including gloves and eye protection</li> </ul>

#### 4. What we do in the event of a potential case or possible exposure to COVID-19

All members, contractors, workers and visitors are required to notify the Designated Reporting Officer - Commodore at commodore@bpyc.on.ca if they become ill, test positive for Covid-19 or have had a high-risk exposure.

Procedures for “Designated Reporting Officer” – Commodore

Upon receiving notification of illness, the Designated Reporting Officer obtains pertinent information and fills out the Illness Report form:

Illness Report

Report taken by: \_\_\_\_\_

Person's name: \_\_\_\_\_ Date: \_\_\_\_\_

1. What symptoms are you experiencing? (e.g. cough, fever, shortness of breath, etc.):  
\_\_\_\_\_

2. When did these symptoms start? \_\_\_\_\_

3. Have you contacted Ontario Telehealth at 1-866-797-0000 or completed the online self assessment?  
YES NO

If YES, what was the result? \_\_\_\_\_

If NO, advise to call and report back with result.

4. Have you been tested and confirmed positive for COVID-19? YES NO  
If YES, when \_\_\_\_\_

5. When were you last at the club? \_\_\_\_\_

6. Did you wear a mask while at the club? YES NO

7. Did you use any club facilities? YES NO If YES, provide details:  
\_\_\_\_\_

8. Did you have contact with anyone? YES NO  
If YES:

Who?	Duration	Distancing	Masks Worn?

Notification to Commodore:

The Commodore is to be notified if a reported illness requires initiation of sanitization of any areas of the clubhouse, outdoor washrooms or workshop.

Notification to membership:

- Membership will be notified of reported illness via an email blast

- Members who have potentially been exposed, will be notified by phone
- Disclosure of person's identity is not permitted

## 5. How we manage new risks/updates in the Covid situation

Prompt communication to our members via email blast, by either the Commodore or Vice Commodore

## 6. How we ensure that our plan is working

The board reviews and evaluates the plan at our monthly meetings or as necessary to make any required changes based on guidelines and orders set out by municipal, provincial and federal regulations. Any changes, updates are then communicated to the club through email blast, minutes and Spinnaker Sheet.

We encourage feedback from our members. Feedback can be submitted to the Commodore at [commodore@bpyc.on.ca](mailto:commodore@bpyc.on.ca)

Feedback will be included in the monthly review of the BPYC Covid-19 plan.