



Bainbridge Island Rowing

**COVID-19 Safety Plan
Version 4.0**

Amendment to BIR Safety Policy & Procedures

Document Change Tracking: Add another row to this table whenever changes are made to this document.

Date	Ver.	Author	Change Description
5/27/2020	1.0	Kris Kutchera	BIR Board approval
6/21/2020	2.0	Kris Kutchera	Simplified and updated to sync with BIR Return to Rowing Phase 2 Plan, updated User Responsibilities, added detailed procedures for incident response.
10/25/2020	3.0	Kris Kutchera	Simplified, added Indoor Fitness Guidance, updated symptoms list, changed weekly COVID monitor training to regular training updates, updated response procedures.
2/21/2021	4.0	Kris Kutchera	Updated based on January 2021 Washington State and USRowing guidance (identification of illness, general housekeeping).

INTRODUCTION

A. **Overview**

This COVID-19 Safety Plan is an addition to Bainbridge Island Rowing's (BIR) existing Safety Policy and Procedures. The purpose of this plan is to outline the safety protocols for reopening the BIR Boathouse during the Washington State Roadmap to Recovery. The audience is BIR management and COVID monitors.

B. **Procedures**

This document contains guidance for general COVID-19 safety procedures. BIR COVID supervisors and monitors are expected to ensure the procedures are followed and members and guests are expected to comply with them. Detailed procedures for rowing and training activities can be found in the BIR Return to Rowing document.

C. **Dissemination**

A copy of this plan will be issued electronically to all BIR management and COVID monitors and will be available inside the boathouse.

D. **Regulations and References**

Applicable regulations and references:

- [Healthy Washington – Roadmap to Recovery, 1/8/2021](#)
- [Washington State Sporting Activities COVID-19 Requirements, 1/11/21](#)
- [USRowing Re-opening the Boathouse/Return to Training Considerations Post-COVID-19 V8.0, 1/15/2021](#)
- [DOSH Directive 1.70, 12/22/2020](#)
- [Coronavirus Prevention General Requirements](#)
- [CDC Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 \(COVID-19\), 1/4/2021](#)

E. **Questions and Changes**

Please direct any questions or recommendations for changes to this plan to covid@bainbridgerowing.org.

F. **COVID Safety Oversight**

BIR has a designated COVID supervisor who has overall responsibility for monitoring the health of employees and enforcing this safety plan.

COVID monitors will be trained and are responsible for monitoring health and ensuring social distancing, hygiene/sanitizing protocols, and face covering requirements are adhered during all hours of operations. A list of current COVID monitors will be maintained in the boathouse.

IDENTIFICATION OF ILLNESS

- Everyone must be screened for symptoms of COVID-19, close contact with a confirmed or potential case of COVID-19, or out-of-state travel prior to entering the boathouse each day.
- An automated self-entry log or interview by a COVID monitor will be used for screening.
- Symptoms of COVID-19 are currently defined as:
 - Fever (100.4 degrees or greater)
 - Chills
 - Sore throat
 - Headache
 - Cough
 - Congestion or runny nose
 - New loss of taste/smell
 - Shortness of breath or difficulty breathing
 - Muscle or body aches
 - Extreme fatigue
 - Diarrhea (2x in 24 hours)
 - Nausea or vomiting (2x in 24 hours)
- Close contact is defined as less than 6 feet distance for 15 minutes or more during a 24-hour period regardless of mask use.
- If anyone has COVID-19 symptoms, close contact with a confirmed or potential case of COVID-19, or tests positive for COVID-19, they must stay home and notify covid@bainbridgerowing.org.
- If an employee believes it is not safe to work, they shall be allowed to leave. Payment will be governed by the Families First Coronavirus Response Act expanded family and medical leave requirements.

MITIGATION – SAFETY DOCUMENTATION

The following items will be posted and/or present in the boathouse:

- Copy of this Safety Plan.
- Coronavirus Prevention General Requirements.
- CDC Recommendations on Hand Hygiene.
- List of COVID Monitors

MITIGATION – COVID SAFETY MEETINGS

A. Procedures

- COVID monitors will be trained on this plan on or before the first day of returning to the boathouse.
- COVID monitors will receive regular updates/clarifications to training.
- COVID-19 monitors will provide COVID safety briefings to athletes at the start of every training day.

B. Scope of Activities

- Educate on how to use PPE.
- Educate on hand washing requirements.
- Educate on social distancing requirements.
- Educate on high touch area disinfection and contact time
- Accept and evaluate suggestions.
- Review procedures and recommend improvements.
- Monitor the safety program effectiveness.
- Promote and publicize safety.

MITIGATION – COVID MONITOR RESPONSIBILITIES

COVID monitors are responsible for performing these duties and ensuring the Boathouse User Responsibilities (next page) are followed:

- A COVID monitor must be present whenever others are at the boathouse or training at an offsite location.
- The first time anyone enters the boathouse, they must sign (not required for boathouse tours):
 - BIR COVID-19 Waiver
 - BIR COVID-19 Boathouse User Responsibilities Agreement
- Every day:
 1. Screen the health of everyone in your group by asking the following questions:
 - ✓ **Do you have any COVID-19 symptoms?**
 - Fever (100.4 degrees or greater)
 - Chills
 - Sore throat
 - Headache
 - Cough
 - Congestion or runny nose
 - New loss of taste/smell
 - Shortness of breath or difficulty breathing
 - Muscle or body aches
 - Extreme fatigue
 - Diarrhea (2x in 24 hours)
 - Nausea or vomiting (2x in 24 hours)
 - ✓ **Have you been in close contact* with a confirmed or suspected case of COVID-19 in the last 14 days?**
 - ✓ **Have you traveled out of state in the last 14 days**?**
If answer is yes to any question, send home and contact covid@bainbridgerowing.org.
 - * less than 6 feet for 15 minutes or more in a 24-hour period regardless of mask usage
 - **OK if stay home 7 days followed by negative COVID test.
- 2. Check in everyone (coaches, athletes, volunteers) via iCrew or the QR code.
- 3. Provide COVID safety briefing to athletes.
- 4. Continuously ensure social distancing, hygiene/sanitizing protocols, and face covering requirements are followed.
- 5. Ensure high-touch surfaces such as ergs, shells, oar handles, doorknobs, railings, shared tools, counters, computers, and toilets are disinfected between users, and at a minimum at the end of each shift.

MITIGATION – BOATHOUSE USER RESPONSIBILITIES

Everyone entering the boathouse is responsible for the following:

- Self-monitor your health daily. Stay home and notify covid@bainbridgerowing.org if you are sick or exposed to someone who is sick.
- Check in via QR code or iCrew daily.
- Disinfect your hands when you arrive at the boathouse.
- Wear a properly fitting double-layer cloth or medical-grade face mask that is cleaned or replaced daily.
- Maintain a 6-foot distance from others in and around the boathouse.
- Refrain from eating in or around the boathouse.
- Wash/sanitize hands regularly, including before and after using the restroom, before and after eating, after sneezing, and after blowing your nose.
- Disinfect equipment and tools between users.
- If you are 65 or older or have an underlying health condition, please be aware that Washington State advises staying home at this time.
- Sign the [BIR COVID-19 Waiver](#) and [BIR COVID-19 Boathouse User Responsibilities Agreement](#) before using boathouse for the first time since the COVID-19 closure. (Not required for boathouse tours.)

MITIGATION – BIR MANAGEMENT RESPONSIBILITIES

BIR Management will:

- Appoint a COVID supervisor for the organization.
- Maintain visitor log records for at least 4 weeks.
- Provide enough face masks, gloves, and eye protection for workers who do not bring their own.
- Provide ample soap and handwashing stations.
- Provide disinfectant and cleaning supplies.
- Provide trash cans in the boathouse.
- Maintain a general housekeeping schedule that complies with part 3 of DOSH Directive 1.70.
 - Ensure floors, counters, and other surfaces are regularly cleaned with water and soap, or other cleaning liquids to prevent build-up of dirt and residues that can harbor contamination.
 - Make sure high-touch surfaces are properly disinfected on a frequent or periodic basis using a bleach solution or other EPA-approved disinfectant.
- Refer to the BIR Return to Rowing document for detailed equipment-cleaning procedures.

MITIGATION - PROCEDURES FOR RESPONDING TO POTENTIAL OR CONFIRMED COVID-19 CASES

A. Potential Case of COVID-19

If anyone reports feeling sick or learns they have been in contact with someone with a suspected or confirmed case of COVID-19, the COVID Supervisor will ensure the following steps are completed:

- Send the person home/have them stay home and refer them to [CDC's recommendations for community exposure](#). Return to boathouse requires approval from covid@bainbridgerowing.org.
- Review boathouse log to determine if the person visited the boathouse in the past 7 days.
- If it has been less than 7 days since the sick individual has been at the boathouse, close off any areas in the boathouse where the person may have spent more than 10 minutes.
- Wait 24 hours since the person was last in the boathouse before cleaning to minimize potential exposure.
- Clean areas where that person may have spent more than 10 minutes by washing accessible surfaces and disinfecting high-touch surfaces.
- Wear long sleeves, gloves, a face covering, and eye protection during this cleaning.

B. Confirmed Case of COVID-19

If anyone reports having a confirmed case of COVID-19, complete these additional steps:

- Review boathouse logs to identify what days the infected person was at the boathouse in the past 14 days.
- Identify people who may have had close contact (less than 6 feet for 15 minutes or more in a 24-hour period regardless of mask usage) on those days.
- Inform close contacts of their possible exposure to COVID-19 at the boathouse, without breaching the infected worker's confidentiality as required by the Americans with Disabilities Act.
- People who receive a notice of exposure must follow the [CDC's recommendations for community exposure](#).

C. Confirmed Case of an Employee with COVID-19

- Notify the state and local health departments within 24 hours if suspect COVID-19 is spreading in the workplace, or if aware of 2 or more employees who develop confirmed or suspected COVID-19 within a 14-day period.
- If the infected person is an employee, and the infection is deemed [work-related](#), complete these additional steps:
 - Recorded the incident in the [OSHA 300 log](#).
 - Fill out [Form 301](#).
 - Fill out [Incident Investigation Report form](#).

D. Returning to the Boathouse after Exposure

Before returning to the boathouse after potential or confirmed exposure to COVID-19, follow these steps:

- After potential exposure to COVID-19, wait up to 14 days, monitoring symptoms.
 - You may return to the boathouse if the individual to which you were exposed tests negative for COVID.
- After exposure to a confirmed case of COVID-19, wait 14 days, monitoring symptoms.
 - Obtaining a negative COVID test does not clear you to return to the boathouse sooner than 14 days.
- After having or likely having COVID-19:
 - Asymptomatic people may return to the boathouse 10 days after the date of their first positive test.
 - People who had symptoms may return to the boathouse under the following conditions:
 - After at least 10 days (20 days for severe illness) have passed since symptom onset **and**
 - After at least 24 hours have passed since resolution of fever without the use of fever-reducing medications **and**
 - Other symptoms have improved.
- Check [CDC guidance](#) for the latest information.