

Protocols for using the paddle machines (ergos) during COVID-19

General

Please do not come down to the club or paddle machine facilities if you feel unwell, if you are showing the symptoms of Covid-19, or you have been asked to self-isolate. Due to the increased risk of infection associated with use of indoor facilities, we ask that you follow the protocols closely. We will review them regularly and would welcome your feedback on how they work.

Brian Greenham is the Responsible Person for managing the paddle machines, please send all requests for access enquiries and comments to briangreenham@ntlworld.com

Please alert Brian if a paddle machine is found broken, unclean, if you feel the protocols have been broken, or you have concerns. If the Club deems that use of the paddle machines has increased the perceived risk to an unacceptable level the paddle machines will close or usage will be restricted to approved groups.

Members are encouraged to train as far as possible with the same partner and groups rather than mix across groups.

To support the government's track and trace system and the clubs legal requirement to maintain a log of all access to the building for 21 days, all users must register on the club Access Sheet and book a slot on the paddle machine users worksheet (NB: The times on the paddle machine user sheet are when the sessions start).

- If you are paddling and using the paddle machine on one visit to the club you need to ensure this is recorded on both sheets.
- If you are just coming down to use the paddle machine you do not have to book on the Club Access Launch sheet as well.
- You are expected to follow social distancing rules when you are on site as best as possible and minimise your social interaction with members paddling.
- In short: arrive ready to use the paddle machine - exercise - go home.

The paddle machines are divided into 2 banks, bank 1 by the K4 rack consisting of 6 machines and bank 2 by the K2 rack consisting of 5 or 6 machines.

The maximum paddle machine group capacity is five active Junior participants and one coach, or a maximum of six paddle machine users. Individuals can request 'closed' sessions during quiet times for single or very limited member use from Brian. These sessions should be identified as 'xxxx only or xxxx and yyyy only. If you are unable to make a session please remove your name from the list.

Casual ad hoc sessions are allowed providing that cleaning protocols are followed and you register as being on site.

Sessions will be bookable in 30, or 60 minute slots which includes 10 minutes at the end for cleaning and leaving to ensure that cleaning and wiping down of key surfaces and equipment occurs.

Sessions

For the first coached session the coach will explain what is required of you in terms of social distancing, cleaning your hands, equipment and key touch points, and avoiding the unnecessary touching of surfaces. The coach is responsible for promoting and monitoring the implementation of these guidelines with your support. The coach is responsible for closing up.

For member led sessions - individuals will be briefed on what is required of them in terms of social distancing, avoiding the unnecessary touching of surfaces, cleaning hands and equipment and security (closing up). In members' led sessions they are responsible for promoting and self-policing these protocols.

Due to the nature of ergo sessions it is important that the ventilation of the paddle machine area is maximised before and during the session. This can be achieved by opening the fire door and bay roller shutters, thus ensuring there is adequate ventilation.

Please arrive properly dressed to use the paddle machine. Leave your possessions in a vehicle or in the currently identified area in the boat shed close you your paddle machine.

If you arrive early for a session and there is a session underway, please wait in the outside foyer or outside until exercise and cleaning has finished and members have left the paddle machine area. We do not want situations whereby members are filing past each other.

Bank 1 ergo users (by K4s) should exit via the fire door at the end of the boat shed. The last person may have to shut the fire door and leave via the downstairs foyer.

Bank 2 ergo users (by K2s) should exit via the 1st bay roller shutter. The last person may have to shut the fire door and leave via the downstairs foyer.

This minimises the touching of surfaces in the building after exercise and supports social distancing with subsequent groups and by reducing bottlenecks on the stairs and lobbies.

The person responsible for locking doors and windows should exit in the normal way.

Personal Hygiene, Cleaning Equipment and Social Distancing

The club will provide you with cleaning materials for the equipment and put up signs to act as reminders of key points.

Personal sweat towels are acceptable, but they must be kept with you, or in a bag at all times. They must not be left where others could touch them. They should not be left in contact with a surface that other people will touch without cleaning first.

Wash or sanitise your hands on entering the club and similarly on departure if possible.

The club will provide a waste bin in the paddle machine area for used paper towels. If it is full, bag it, and put in the grey bin outside by the gate. Replace with a fresh liner.

Drinks bottles can be taken in but they must be wiped down when you go in and when you leave. Surfaces touched by drinks bottles should be cleaned after each session.

Please wipe down the equipment that you have been in contact with before and after use using the cleaning materials provided, including any part of the equipment that has been subject to contact with sweat or heavy breathing and including areas touched by drinks bottles and sweat towels.

Paddle machines are placed 2m apart by the K4 rack DO NOT MOVE THEM UNLESS INSTRUCTED TO DO SO BY A COACH.

The remainder are placed in a 2m box in front of the K2 rack. Please ensure these are placed by the slider machine when not in use.

During the session a coach or another member may come closer for coaching purposes. If you feel uncomfortable about this please tell them.

Please ensure 10 minutes at the end of each session is used to wipe down the equipment and key touch points in the paddle machine area including:

- All door handles and bay door chains.
- Key parts of the floor

Version	Date	Author	Comments
V1		Brian Greenham	1 st draft
V3b	03/10/20	David Sackman	Updating draft version for Covid group approval