

**This process is for people who wish to access Reading Canoe Club during the current COVID 19 restrictions**

No one is allowed to visit the club if they or any member of their family are showing any signs of COVID 19, or they have been in contact with people showing signs of COVID 19.

No one who is under the process of being tested for COVID 19 may visit the club, until they have received a negative result or have followed the Government quarantine guidelines.

Prior to any visit to the club site, a site access slot must be booked on the clubs booking sheet. This is found on the announcements page of the Reading Canoe Club Facebook page. It is a Government requirement that clubs keep a 21 day record of all site visitors.

Members visiting to complete more than one activity must register each activity on the booking form.

Non members are allowed at the club by invitation only.

The building is fully open, but members are asked only to use/enter areas where they have a booked activity.

In general socialising at the club is discouraged, and any socialising must be done in a socially distanced manner as per Government guidelines.

Although the club is open, members should consider whether they think it is personally safe for them to do so, following Governmental guidelines and the process below. See **At-Risk groups** .

Members should exert common sense at all times and decide whether they feel safe to visit the club. Reading Canoe Club and the Committee in no way takes responsibility for the safety of members on site re Covid 19, members must make up their own mind.

Regardless of how people feel individually about the virus, please be considerate of others who may have different views, and respect social distancing rules at all times.

This document should be read along with the club rules and in addition to normal club rules.

**You will potentially need to bring the following items with you:**

- Additional soap, sanitiser, sponge etc for self, (boat), and kit
- Towels for drying yourself, boat, and kit
- First aid kit

**Process:**

- Arrive as ready to take part in your activity as much as possible.
- Soap and anti bacterial/viral hand washes are available in the foyer, please use them. The club will seek to make soap and paper towel available. Please dispose of the towel properly in the bin provided and when it is full, bag it and place in the grey bin by the gate. Put in a fresh bin liner for the next user
- Please remain as socially distanced in the boatshed / building as much as possible.
- Kit bags may be left in the boat shed. Please leave them in a tidy and sensible way, preferably away from any door or walkways.
- Boat adjustments should be done outside the boatshed in a location that does not restrict people flow or prevent social distancing.
- No boat repairs (resin etc) inside the boatshed without permission of the committee.

**Toilets:**

- The toilets are open and may be used, However, the club asks members to use the facilities as little as possible
- If there is potentially someone in the toilet already, knock on the toilet door and call out.
- If the toilet is being used wait outside at a respectful distance to allow them to pass by following the 2m rule
- Please ensure that you wash hands and dry them using hand drier

**Changing Rooms:**

- The changing rooms and showers are open, please read and follow the changing room protocol.

**Gym:**

- The gym is open, please read and follow the gym protocol.

**Club room:**

- The Club room is open for scheduled activities only.
- It is recognised that some socialisation may happen in the club room, but this should be kept to a minimum and should be done in accordance with Government guidelines. The soft furnishings have been moved and should not be used.
- Club room usage for training activities will be subject to the protocols for those activities, please read and follow the protocol associated with the club room activity.

**Stairs:**

- Check stairway is free before using. Do not try to pass anyone on the stairs.
- Descending the stairs has priority to avoid crowding on the landing

**One way system:**

- At times of peak usage the club may instigate a one way system to avoid crowding in the foyers and stairwell. Signs will be posted on the stairwell informing people that a one way system is in operation.

**Additional steps for members using club equipment:**

- These steps are in addition to the normal club rules governing the use of club boats. Safety on the water is as important as safety off the water. Any member using a club boat not adhering to the club rules regarding numbers should seek permission from their coach that it is safe for them to do so, and paddle within their capability remembering they must be able to self-rescue
- Sharing equipment increases any risk of transfer. Use of club boats and / or equipment is entirely at the risk of the user. Should you feel uncomfortable about this additional risk, you should not use the equipment. You should clean all club equipment before and after use to ensure it is clean.
- Use of club equipment is likely to be covered by additional processes / protocols please follow them.

**At-Risk groups :**

- The committee's strong advice continues to be that if you are in an at-risk group, you should not visit the club. However, we cannot reasonably know all the members that fall into at-risk groups. Also, all members or their guardians have the capacity to make an informed decision. The UK Government has published guidelines on what constitutes a person who is at risk . The Committee has highlighted that there are inherent risks of accessing the club and using club equipment. Should any member in an at-risk group access the club or borrow a club boat, they therefore do it entirely and completely at their own risk and should hold RCC harmless of any adverse outcome.

### **Safeguarding our members:**

- The club has a written a number of risk assessments for the ativities performed at the club. Members are recommended to read the risk assessments to ensure that they are comfortable with the risks associated with each activity.
- The Club reminds members that everyone has responsibility to help safeguard each other and that actions outside the club may have consequences within the club.
- Members should be respectful of other members and maintain social distancing as far as possible.

### **Other:**

- The club will seek volunteers to train and manage the process on behalf of members The club will identify those paddlers who want to borrow equipment and the members are responsible for logging what was used when.
- All members are asked to take extra care when using boats as repairs to damaged boats remain difficult at this time. Absolutely no sitting in boats off the water. No portage practice in club boats.
- Anyone needing induction into accessing and locking the club, setting the alarm, opening shutters etc - please email the club for advice.

### **Further guidance:**

- British Canoeing have published the following guidelines for cleaning boats and equipment with a recent addition to cover Covid 19.
- British Canoeing have publish their 'latest paddling guidelines' members are advised to frequently check the British Canoeing Website.

<https://www.britishcanoeing.org.uk/news/2020/latest-guidance-for-paddling-in-england>

### **Document History**

Version	Date	Who	Change
2	29-Aug-2020	David Sackman	Updated with ????
1	23-May-2020	COVID-19 W-G	Document created

3	02/10/20	David Sackman	Updated and reduced. Opening of changing room, hall and gym references to other documents (risk assessment, protocols).
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