

COVID-19 Preparedness Plan for Duluth Rowing Club

Duluth Rowing Club is committed to providing a safe and healthy facility for all our members. To ensure we have a safe and healthy rowing center, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. The DRC Board of Directors is responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 at our rowing center and in our communities, and that requires full cooperation among our members. Only through this cooperative effort can we establish and maintain the safety and health of our members and facilities.

The DRC Board of Directors is responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan.

Our members are our most important assets. We are serious about their safety and health. Member involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our members in this process by establishing an ad hoc committee of the DRC Board of Directors to vision and contemplate concerns and responses arising out of the COVID-19 pandemic. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19, Minnesota Governor's Executive Order(s), and the guidance of US Rowing, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- cleaning, disinfecting, decontamination and ventilation;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to members; and
- management and supervision necessary to ensure effective implementation of the plan.

Screening and policies for members exhibiting signs and symptoms of COVID-19

Members have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19 and have agreed to so self-monitor. The following policies and procedures are being implemented to assess members' health status prior to entering the rowing center and for members to report when they are sick or experiencing symptoms. CDC screening criteria will be disseminated and posted in DRC COVID-19 Policy and Procedure 19.3 (Individual Health and Safety, then current revision) and members will be directed to contact the DRC through common entry points if they display symptoms. An unvaccinated member who presents a symptom or is advised of a positive test result OR is in close contact with someone who presents a symptom OR is advised of a positive test result will be excluded from the Duluth Rowing Center until they (or the member of their household) have been asymptomatic for 14 days or have been advised by a health care professional that it is safe for them to resume club activities. A vaccinated member who experiences symptoms of Covid-19 will be excluded from the Duluth Rowing Center until 10 days have elapsed from their first presentation of symptoms AND their temperature has remained below 100.4° F for at least 24 hours without fever-reducing medication.

Duluth Rowing Club does not have employees. Consequently, sick leave or Family and Medical Leave Act (FMLA) policy modifications are not necessary to promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household.

Duluth Rowing Club has also implemented a policy for informing members if they have been exposed to a person with COVID-19 at the rowing center and requiring them to quarantine for the required amount of time. A member who has been exposed to a person with COVID-19 will be interviewed by an unrelated and disinterested DRC member about what contacts they have had in the 14 days since the exposure and contact other DRC members identified. The exposed member will also be advised to contact any contact tracing program in use in the Duluth/Superior metropolitan area for broader contact tracing.

In addition, a policy has been implemented to protect the privacy of the health status and health information of members. In the course of contacting people identified in contact tracing, the name, age, or gender of the exposed member will not be disclosed.

Handwashing

Basic infection prevention measures are being implemented at our rowing center at all times. Members are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

The DRC has implemented a policy to ensure that masking, social distancing, and disinfecting is employed in the common locker room, restroom, and showering facilities.

Respiratory etiquette: Cover your cough or sneeze

Members are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all members.

Social distancing

Social distancing of three feet (3') will be implemented and maintained between members in the rowing center through the following engineering and administrative controls: Social Distancing, when required by applicable authorities or best practices, will be employed in all elements of the Duluth Rowing Center operations. Boat launch times will be coordinated by online registration on a schedule sufficient to assure adequate social distancing. Members will be instructed to arrive to the rowing center just prior to their registered boat launch

time, retrieve their equipment from the DRC Buildings, proceed to the dock, and launch as quickly as safely and reasonably possible, while maintaining safe social distance and wearing a respiratory mask when necessary. A rotating launch and recovery protocol will be instructed so that members do not pass each other on the docks. Ten foot (10') wide dock sections will be employed so that members launching and members docking may pass each other while maintain safe social distancing. Members will be instructed to dock their boat, return their equipment to the DRC Buildings, and depart the rowing center as quickly as safely and reasonably possible. Assistance in launching or docking boats will be limited to that assistance that can be provided while maintain safe social distance. Members shall wear respiratory masks from the time they arrive at the rowing center until the time that they are safely away from the dock and from the time they approach the dock to the time they depart the rowing center in case adequate social distance is breached. Members in crewed boats shall wear respiratory masks at all times unless ALL members are vaccinated and UNLESS ANY member is at increased risk of serious injury or death from Covid-19. Members Coxswains shall additionally wear face shields. Members shall maintain masking and social distancing within communal spaces inside of DRC Buildings, including, but not limited to, the locker room facilities, and such facilities shall be adequately disinfected. To the extent possible, separately marked entrances and exits to DRC Buildings will be used.

Cleaning, disinfection, and ventilation

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles and areas in the rowing center environment. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines, etc. Members will be instructed and expected to disinfect common equipment such as slings, winches, boat racks, and boat trolleys both before and after use and to disinfect club owned oars and boats before and after use using a substance or combination of substances deemed adequate by the CDC and EPA for use in disinfecting for the spread of COVID-19 and used in the manner described for adequate contact time. Members using the locker room, restroom, or showering facilities shall disinfect the spaces they encounter after such use. Entrance and exit doors shall remain open during each session so as to exchange fresh air inside of DRC Buildings, but fans shall not be employed.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product. Initially, and based on the guidance of both the CDC and Concept2 Rowing, a mixture of at least one-third cup (1/3 C) bleach to one-gallon (1 Gal) water shall be used for disinfecting equipment and surfaces. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people.

Youth Rowing

The Youth Rowing program may have rules and regulations more stringent than those propounded here.

Community Education

The DRC Learn to Row program inherently involves the close interaction between members, staff, and members of the general public. All participants in a Learn to Row session, whether a member of the public, a volunteering member, or staff must wear a respiratory mask at all times and any coxswain must additionally wear a face shield when on the water.

Communications and training

This COVID-19 Preparedness Plan will be communicated posting in multiple locations in DRC Buildings, on the DRC website, in the DRC newsletter, and, to the extent possible, by direct communications to all members prior to June 1, 2020 and necessary training will be provided by daily designated members in a voluntary capacity attending the rowing center for this purpose. The COVID-19 Preparedness Plan refers to and incorporates additional policies and procedures, each of which shall be posted in multiple locations and on the DRC website prior to June 1, 2020. Additional communication and training will be ongoing by the same methods and provided to all members who did not receive the initial training. This COVID-19 Preparedness Plan has been certified by the Duluth Rowing Club Board of Directors and the current version thereof has been posted throughout the rowing center since prior to June 1, 2020. It will be updated as necessary.

May 7, 2021

Dated: _____

Certified by:



[Eric Dott \(May 7, 2021 10:26 EDT\)](#)

Mr. Eric Dott

President and Chair, Duluth Rowing Club Board
of Directors

Duluth Rowing Club

COVID-19 Policies and Procedures

The Duluth Rowing Club takes COVID-19, and any and all public health concerns, very seriously. In making decisions about programming and in developing these policies and procedures, the DRC Board of Directors intentionally seek and follow guidance authored by US Rowing, The US Centers for Disease Control (CDC) and State, County, and Local government. A cautious and measured approach to this crisis will best and quickest bring us back to enjoying the physical, mental, and spiritual benefits that rowing provides.

General Guiding Principles – COVID-19 Response

Policy 19.1, Third Edition, May 3, 2021

- 1) The Duluth Rowing Club and its members must follow state and local rules and regulations set forth by the public health authorities including group size. In the case of a discrepancy, the DRC shall abide by the most cautious reasonable restriction.
- 2) Training shall focus on a “get in, train, get out” approach, minimizing unnecessary contact. Congregating to chat in common areas like boat bays and on docks put both the congregants in jeopardy, but also makes it difficult for other members to practice safe practices. Social distancing concerns will make it more important than ever that boat bay and dock procedures be completed as expediently as safely possible.
- 3) Individuals shall maintain social distancing of at least three (3) feet in all areas when social distancing is required and possible. If possible, separate entrances and exits should be created to optimize social distancing. Masks shall always be worn in and around the boathouse, on the apron and on the docks. Masks shall be worn in addition to social distancing. Use of face masks is a supplement to, not a replacement for, maintaining social distancing precautions. Masks may be removed while clear of the dock in a single or in a double/pair in which both participants are from the same household. Masks may be removed in any boat in which ALL participants have been vaccinated, UNLESS ANY participant is at increased risk of serious illness or death from Covid-19 or lives with someone who is. Unless all participants in a crewed boat are vaccinated, all participants shall wear masks at all times and the coxswain shall wear both a mask and a face shield.
- 4) Members using rowing center facilities and equipment must monitor their health and virus risk factors daily, vaccinated or not, including not only their own health, but also the health of those other individuals that they come in close contact with. An unvaccinated member who has reason to believe that they have COVID-19 or is in close contact with someone who has reason to believe they have COVID-19 may not use rowing center facilities or equipment, regardless of the extent to which social distancing and environmental disinfection is done until 14 days has elapsed from the exposure or first presentation of symptoms AND their temperature has remained below 100.4° F for at least 24 hours without fever-reducing medication(s). A vaccinated member who experiences symptoms of Covid-19 may not use rowing center facilities or equipment, regardless of the extent to which social distancing and environmental disinfection is done, until at least 10 days has elapsed from their first presentation of symptoms AND their temperature has remained below 100.4° F for at least 24 hours without fever-reducing medication(s). Health and virus risk factors are addressed in the current edition of DRC COVID-19 Policy and Procedure 19.3 – Individual Health and Safety.

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Definitions – COVID-19 Response

Policy 19.2, Third Edition, May 3, 2021

- 1) As regards the Duluth Rowing Club response to the COVID-19 Response, the following definitions shall apply. All other terms shall be defined by their common and established usage.
- 2) **COVID-19:** The term 'COVID-19' shall refer to the novel iteration of coronavirus first identified in 2019, formerly referred to as 2019-n-CoV. The terms shall not refer to other iterations of coronavirus. COVID-19 is a severe acute respiratory syndrome (SARS), although recent research has identified impact on non-respiratory systems, including neurologic impact and a multi-system inflammatory syndrome in children. COVID-19 is thought to spread mainly from person to person, mainly through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another. COVID-19 is easily spread.
- 3) **Disinfect:** The term 'Disinfect,' including, but not limited to variants such as disinfected and disinfecting, shall refer to the treatment of an area, surface, or piece of equipment with a substance or mixture of substances identified by the CDC and the EPA as effective against COVID-19 for at least the minimum contact time required to be effective against COVID-19.
- 4) **DRC Buildings:** The term 'DRC Buildings' shall refer to the inside of any enclosed structures on the Duluth Rowing Center campus and shall specifically include the inside of the Boat House and Club House.
- 5) **DRC Grounds:** The term 'DRC Grounds' shall refer to the Duluth Rowing Center Campus excluding the inside of any enclosed structure herein defined as DRC Buildings and shall specifically include the parking lot, dock ingress and egress paths, and docks.
- 6) **Face Covering:** The term 'Face Covering' shall refer to a covering of cloth or other material covering both the mouth and nostrils of the wearer and designed for the purpose of limiting the distribution of respiratory particles. A face covering meeting this definition may be, but need not be, of surgical grade or bearing an institutional grade such as N95 and may be, but need not be, homemade.
- 7) **Face Shield:** The term 'Face Shield' shall refer to a face covering that covers the forehead, extends below the chin, and wrap around the side of the face.
- 8) **Household:** The term 'Household' shall refer to the group of other individuals in which an individual resides and maintains close contact with for at least the previous fourteen (14) days regardless of biological or legal relationship. The term 'household' may also be referred to as a single 'vector' as that term is defined and used by the World Health Organization to describe 'living organisms that can transmit infectious pathogens between humans, or from animals to humans.'
- 9) **Self-Quarantine:** The term 'Self-Quarantine' shall refer to a period of not less than fourteen (14) days, exclusive of the day of exposure or days in which a member or an individual of their household exhibits symptoms, during which a Member abstains from use of DRC equipment, buildings, and grounds. A complete course of self-quarantine would consist of the day of exposure or days in which the member or an individual in their household exhibits symptoms plus fourteen (14) days, if no symptoms are experienced OR the day of first presentation of symptoms plus ten (10) days, so long as their temperature has remained below 100.4° F for at least 24 hours without fever-reducing medication(s).

- 10) Social Distancing:** The term 'Social Distancing' shall refer to a period of time in which the geographic area in which the Duluth Rowing Club is situated is under a requirement or strong recommendation by federal, state, county, or local government or US Rowing or NWIRA that participants:
- a) Maintain social distance;
 - b) Maintain a distance of at least 3 feet from other persons not within one's own household; or
 - c) Wear a cloth face covering.
- 11)** If a condition of social distancing is the subject of a recommendation, rather than a requirement, the DRC Board of Directors shall make the determination as to whether the recommendation is a 'strong recommendation' concerning the application of this provision.
- 12) Vaccinated:** The term "Vaccinated" with reference to an individual shall mean that at least fourteen (14) days have elapsed since the individual has received a single dose vaccine or the second dose of a two dose vaccine, the vaccine having been granted use or emergency use certification by the US Food and Drug Administration. At the time of the approval of this edition of this policy, three vaccines, the two-dose vaccines by Pfizer and Moderna and the single dose vaccine by Johnson & Johnson, meet this definition.

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Individual Health and Safety – COVID-19 Response

Policy 19.3, Third Edition, May 3, 2021

- 1) Masks shall always be worn in and around DRC Buildings and DRC Grounds. Masks may be removed while clear of the dock in a single or in a double/pair in which both participants are from the same household. Masks may be removed in any boat in which ALL participants have been vaccinated, UNLESS ANY participant is at increased risk of serious illness or death as a result of Covid-19 or lives with someone who is. Unless all participants in a coxed boat are vaccinated, all participants shall wear masks at all times and the coxswain shall wear both a mask and a face shield. Masks shall be worn in addition to social distancing.
- 2) Member health must be monitored at least daily as follows:
 - a) Any individual returning to the boathouse or to a training environment needs to have been in that general geographic location for 14 days prior to coming to the boathouse or needs to have been vaccinated.
 - b) Any individual known to have been exposed to a person who has been sick and/or diagnosed with COVID-19 must self-report to the program director if the rower was physically present at the boathouse within the prior 14 days, and the individual must self-quarantine for 14 days before returning unless the individual has been vaccinated.
 - c) All individuals must self-monitor for symptoms of COVID-19 daily. Each person shall take their temperature daily prior to arrival at the boathouse. If their temperature is 100.4 degrees or over, the person shall not come to the boathouse.
 - d) A vaccinated member who experiences symptoms of Covid-19 shall not come to the rowing center until 10 days have elapsed from their first presentation of symptoms AND their temperature has remained below 100.4° F for at least 24 hours without fever-reducing medication(s).
 - e) If someone feels sick, they shall contact their coach and not attend practice. The individual should reach out to his or her doctor for assistance.
- 3) All Members shall disinfect their hands or wash their hands with soap and water for at least 20 seconds upon arrival and shall follow hand-washing/disinfecting protocols regularly.
- 4) In the locker rooms, masks shall be worn at all times except while showering, social distancing shall be maintained, and individuals using the locker room, showers, and/or restrooms shall disinfect the surfaces they encountered with provided materials before leaving. Pay attention to commonly touched items such as doorknobs, hoses, water spigots, etc. Athletes, coaches and staff should carry small containers of hand sanitizer to use after touching potentially contaminated surfaces if no soap or water is available. Hand sanitizer will be available at various locations in DRC Buildings, but common supplies may run out during times of great demand.
- 5) No personal items may be stored in common areas of DRC Buildings or grounds. All personal items must remain in the individuals' vehicle, be brought in the boat with them, or stored in a locker or cubby.
- 6) A reservation system and online logbook via SignUp Genius shall be established and operated in order to manage the number of individuals onsite at one time and to limit the use of club-owned boats to safe and reasonable levels. This provision shall not apply to the youth program's use of club-owned boats during their allotted time.
- 7) The DRC Youth Rowing Program may have additional policies and rules which exceed these rules.

- 8) The DRC Learn to Row program inherently involves the close interaction between members, staff, and members of the general public. All participants in a Learn to Row session, whether a member of the public, a volunteering member, or staff must wear a respiratory mask at all times and any coxswain must additionally wear a face shield when on the water. The Learn to Row Program may have additional policies which exceed these rules.

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Use of DRC Buildings – COVID-19 Response

Policy 19.4, Second Edition, April 5, 2021

- 1) Members should use their own equipment or the same pieces of equipment such as oars and adaptive equipment such as seat cushions, grip aids, etc.
- 2) Members shall retrieve and carry their oar set out of DRC Buildings unless a club-appointed person is available to get equipment in order to reduce the number of people in a DRC Building.
- 3) All oars should be disinfected before and after use. A Concept2-endorsed protocol for disinfecting oars shall be described and equipment provided at oar racks in each DRC Building.
- 4) The member shall retrieve and carry their own boat out from and into a DRC Building before and after use. The member may seek and receive assistance from another member so long as social distancing and disinfecting is maintained.
- 5) Shared equipment, such as boat winches, slings, and boat trolleys/carts, shall be thoroughly cleaned and disinfected before and after each use.
- 6) While in or at DRC Buildings, social distancing shall be maintained. Multiple boats leaving or returning to a boat bay shall be allowed only if proper social distancing requirements can be met. Masks shall be worn at all times while in or at a DRC Building, except when showering. Entrance and exit doors should remain open while the facilities are in use, but use of fans shall be prohibited unless the facility is only being used by one member.
- 7) In the locker rooms, masks shall be worn at all times except while showering, social distancing shall be maintained, and individuals using the locker room, showers, and/or restrooms shall disinfect the surfaces they encountered with provided materials before leaving. Fans shall not be used with the exception of the exhaust fans that come on automatically with the lights. Pay attention to commonly touched items such as doorknobs, hoses, water spigots, etc. Athletes, coaches and staff should carry small containers of hand sanitizer to use after touching potentially contaminated surfaces if no soap or water is available. Hand sanitizer will be available at various locations in DRC Buildings, but common supplies may run out during times of great demand.
- 8) If possible, one entrance should be used for access to facility and another one for exit and both the entrance and exit should be plainly marked on both the inside and outside.
- 9) Hand sanitizer shall be provided at all entrances and exits.

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Use of DRC Grounds – COVID-19 Response

Policy 19.5, Second Edition, April 5, 2021

- 1) The member shall retrieve and carry their oar set to the dock and back from the dock to a DRC Building after use.
- 2) The member shall retrieve and carry their own boat to the dock and back from the dock to a DRC Building after use. The member may seek and receive assistance from another member so long as social distancing is maintained.
- 3) All oars should be disinfected before and after use. A Concept2-endorsed protocol for disinfecting oars shall be described at equipment provided at oar racks in each DRC Building.
- 4) Shared equipment and fixtures, such as boat winches, slings, and boat trolleys/carts, shall be thoroughly cleaned and disinfected before and after each use. Equipment and products for disinfecting and instructions for proper use shall be available in DRC Buildings.
- 5) While on or at DRC Grounds, social distancing shall be maintained. Multiple boats leaving and/or returning to a dock shall be allowed only if proper social distancing requirements can be met. Masks shall be worn at all times while at or on DRC Grounds.
- 6) In the locker rooms, masks shall be worn at all times except while showering and social distancing shall be maintained. No fans shall be used with the exception of the exhaust fans that come on automatically with the lights. Individuals using the locker room, showers, and/or restrooms shall disinfect the surfaces they encountered with provided materials before leaving. Pay attention to commonly touched items such as doorknobs, hoses, water spigots, etc. Athletes, coaches and staff should carry small containers of hand sanitizer to use after touching potentially contaminated surfaces if no soap or water is available. Hand sanitizer will be available at various locations in DRC Buildings, but common supplies may run out during times of great demand.
- 7) If possible, one entrance should be used for access to facility and another one for exit and both the entrance and exit should be plainly marked on both the inside and outside.
- 8) Hand sanitizer shall be provided at all entrances and exits, but common supplies may run out during times of great demand.
- 9) Masks shall be worn on the docks at all times. Social distancing shall be maintained to the extent practicable. To the extent practicable, Boats should be launched from the leeward side of each dock. A boat launching should be placed as far out on the dock as available and, as spaces further out are vacated, launching boats should move further out on the dock regardless of where they are at in their launch procedure. A member waiting to launch a boat shall wait off of the dock, maintaining adequate social distance, until a space on the dock becomes available.
- 10) To the extent practicable, boats should be docked from the windward side of each dock. A boat being docked should be positioned as close to shore on the dock as available and, as spaces closer in are vacated, docking boats should move closer in on the dock regardless of where they are at in their dock procedure. A member waiting to dock a boat should wait clear of the dock, maintaining adequate social distance, until a space at the end of the dock becomes available.
- 11) The width of the DRC Grounds docks at ten feet (10') is adequate so that members launching boats and members docking boats may be adequately socially distanced and members shall, to the extent practicable, maintain adequate social distance in the launching and docking of boats.

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Use of DRC Equipment – COVID-19 Response

Policy 19.6, Second Edition, April 5, 2021

- 1) All oars should be disinfected before and after use. A Concept2-endorsed protocol for disinfecting oars shall be described and equipment provided at oar racks in each DRC Building. Members shall retrieve and carry their oar set to the dock and back from the dock to a DRC Building after use.
- 2) Club boats shall be assigned on a daily basis by name using an online scheduling system. Club boats shall only be assigned only once per day. The member(s) assigned a club boat shall retrieve and carry the boat to the dock and back from the dock to a DRC Building after use. The member may seek and receive assistance from another member so long as social distancing and disinfection is maintained. Club boats shall be disinfected before and after use using a disinfecting spray provided. The youth program need not schedule its use of club-owned boats during its allotted time, but must disinfect boats after use.
- 3) Privately owned boats and privately owned oars need not be disinfected before and after each use unless and until assistance is requested or received from an individual who is not part of the owning Member's household.
- 4) Shared equipment and fixtures, such as boat winches, slings, and boat trolleys/carts, shall be thoroughly cleaned and disinfected before and after each use. Equipment and products for disinfecting and instructions for proper use shall be available in DRC Buildings.
- 5) A physical logbook will be provided and shall be used by all members to log when they are on the water for the purposes of rower safety and contact tracking if necessary. Members shall record their rowing sessions in the logbook whether they use a club boat or their own private boat. The logbook may also be used to note any mechanical issues with DRC equipment.
- 6) While on or at DRC Grounds, social distancing shall be maintained. Multiple boats leaving and/or returning to a dock shall be allowed only if proper social distancing requirements can be met. Masks shall be worn at all times while at or on DRC Grounds.

DRC COVID-19 Policies and Procedures

Final Audit Report

2021-05-07

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