

**COVID 19**

**Standard Operating Procedures (SOP)**

**LIMITED BOATHOUSE USE, OUTDOOR TRAINING  
& RETURN TO ROWING  
FROM March 29th, 2021**

**ALL THESE MEASURES ARE REMOVABLE AND REVERSABLE and written in accordance with government guidance “Providers of grassroots sport and gym/leisure facilities” and Sport England Guidelines on “Return to Play”, British Rowing Guidelines and Providers of grassroots sport and gym/leisure facilities v11 210311).**

**Phase 1 - Outdoor Training and Limited Boathouse Use (From March 2021)**

1. No-one with any symptoms of Covid is permitted to visit the boathouse or take part in any activities.
2. No-one who lives with anyone displaying symptoms of Covid should visit the boathouse or take part in any activities.
3. Outdoor Junior Training is permitted provided this SOP “opt in form” has been signed by a guardian, membership paperwork for the Junior is up to date, the Junior Attendance Register has been completed and all helpers have completed the “opt in form” in this SOP.
4. All members or helpers wishing to take part in any SSRC activity must sign the ‘OPT IN’ section at the end of this form and all participants in activities must have an active membership.
5. For NHS Test And Trace purposes, you must scan the QR code provided at the door. If you are unable to do this, OR YOU ARE A JUNIOR MEMBER you can fill in the boathouse attendance log (or Junior Register if applicable) instead, for activity that exceeds 15 minutes (For example training & maintenance tasks). If you cannot scan the QR code, but are booked in a boat on the water, this is OK as you will appear in the paper rowing register. This will be kept for a minimum of 21 days as per the NHS Test and Trace system.
6. All members and visitors MUST use the Hand Gel before entering the boathouse.
7. As well as a return to rowing members are **permitted to train outside of the boathouse** as per our traditional slots provided :-
  - a) you are a group of no more than 6 adult members in total utilising the outdoor space . Juniors are limited to 6 with an additional 2 organisers per session.
  - b) you maintain a distance of 2m apart, including Juniors and helpers.
  - c) You arrive in your sports kit and travel home to change/shower. Changing inside is not permitted.

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- d) you do not share, rotate or create a circuit with equipment during the session (mats, weights etc...) and you stay on the same station for all exercises.
  - e) you sign in on the boathouse visitor log or scan the QR code.
  - f) you allow for sufficient cleaning time at the start and end of each session, and leave a time gap so people leaving a session do not mix with those arriving for the next session. Organisers of Junior Sessions are responsible for cleaning the exercise equipment before and after each session.
  - g) the boathouse door is fully open at all times and you create the maximum floor space possible.
  - h) you conduct your activity in a careful manner, always being conscious that you are in view of passers by and the wider public. Any reports to Trustees or mentions on Social Media of non-adherence to the government measures will be taken very seriously.
8. Please be respectful of our neighbours during all training, in relation to noise and music, and be mindful no music is to be played at a level that requires shouting over it to communicate.
  9. All equipment used must be wiped down with anti-bac spray and paper towels before and after use, including fitness mats , weights, ergs, and gig trailers where pushed outside. All equipment must be returned to its storage area and the ORGANISER of the session should be responsible for checking this has been adhered to.
  10. Workout Stations should be measured and placed generally as per the photo, and members should face away from each other when exercising, i.e. facing the gigs or the wall OR if inside the outside walls of the boathouse.



11. Only OLD mats should be used on the forecourt, not the new indoor mats.
12. Exercise equipment or other Items are not to be left unattended on the forecourt at any time.
13. It may have been some time since many members have exercised, so please start out with gentle programmes to build up strength and resistance.
14. Care must be taken around walkways and passing places inside to ensure Social Distancing requirement of 2m is met.
15. Boathouse door must be left open at all time when the building is in use and people are present inside.
16. The office keypad is a risk point, so please wipe the keypad and handle after using it and wash your hands.
17. Only one person permitted in the Office at any one time.

18. Only one person permitted in the Toilet at any one time.
19. If toilet must be used, please clean the sink and taps after use with cleaning material provided, and wipe door handles inside and out after use.
20. The shower is NOT permitted to be used.
21. You can refill your own water bottle from the taps, and use the kettle for teas/coffees , but please do not use club mugs or utensils, and wipe down everything that is touched.
22. No personal items are permitted to be stored in the Boathouse.
23. Everyone should be mindful of how the virus is transmitted, so no spitting, shouting, excessive breathlessness, and caution must be taken when blowing your nose or using tissues. You should also limit touching your face, eyes, and mouth during any activity.
24. At the end of the session please leave the boathouse as you would wish to find it to reduce contamination. Please bag up and remove any paper towel waste or other waste created during the session from the boathouse. The Organiser of the training will be responsible for ensuring this happens.
25. Everyone leaving the boathouse must use the hand sanitiser on exit.
26. If you develop symptoms of COVID 19 following a visit or session, please self isolate and follow the NHS Track and Trace Instructions and advise an SSRC Trustee. If any of your family or bubble experience symptoms of COVID You are also required to advise a SSRC Trustee and follow the government guidelines. You will be expected to alert the people you have had close contact with in the 48 hours before the symptom(s) onset. At this stage they will not be required to isolate, but they must avoid high risk and vulnerable individuals, and take care with Social Distancing and good hygiene practices.
27. If you proceed to test POSITIVE for COVID 19, please update a Trustee, who can review the record of boathouse visitors and rowing register to assess who you may have come into contact with, AND you must follow the NHS contact tracing instructions.
28. **All of these requirements are absolute and essential to allow us to break back into rowing, and any transgressions will be taken extremely seriously, where we will be forced to withdraw the facility for training and rowing.**
29. **Should there be a change in government guidelines, or any localised Covid issues either within the club or in the county, we will act quickly to close the boathouse, and cancel all activities.**

## GOING AFLOAT/ ROWING / RECOVERY

### Phase 2 - Outdoor Rowing (From March 29<sup>th</sup> 2021)

All on-the-water rowing activities must be booked on [www.rowter.co.uk](http://www.rowter.co.uk) (formerly GigRota) to ensure no clashes in the calendar. The person that books the boat is the ORGANISER and as such is responsible to ensure that the cleaning and other procedures are followed. Traditional training and activity slots are still to be preserved, so please do not book boats during these times. Open Rowing is on HOLD, but members can use these traditional times to book their own organised social rows to give fair access for Members to the water as best we can.

#### Pre-Requisites and essential to being permitted to Row –

##### a) Every rower and Cox must have signed the 'Opt in' Form

##### b) Every rower and Cox is an active member of SSRC. List will be on the wall for coxes to check against.

1. **ONLY PLASTIC GIGS** are permitted to be used.
2. Extra time for handover and cleaning of equipment must be factored in to the time booked for each session.
3. Rowing Participation is limited to ADULT AND JUNIOR MEMBERS ONLY. No members of the general public are permitted to row at this time or be carried as a passenger. New Members can be directed to the Membership Secretary to collate and arrange a suitable induction when circumstances permit and completion of paperwork
4. THE NHS track and Trace dictates that we must record our visits using the QR code system. you must scan the QR code provided at the door or if you are a Junior Member you must register with your Organiser. If you cannot scan the QR code, but are booked in a boat on the water, this is OK as you will appear in the paper rowing register.
5. Juniors are permitted to row with adults in Social Rowing, provided
  - a) there are no more than 2 juniors in any Gig
  - b) they wear a lifejacket and their parent or guardian assists with cleaning all clips and equipment
  - c) the parent or guardian remains in attendance on the quay for the duration of the session, if not rowing in the same boat.
6. Where possible and weather permitting the gigs should be left on the moorings.
7. Junior organised training is now permitted provided
  - a) all juniors have completed their membership paperwork and are logged into a pre-organised Row.
  - b) all helpers with Launch and Recovery have read this SOP and signed the Opt In Form attached
  - c) there are no more than 6 Juniors per session.
  - d) there is a minimum of 2 adult Organisers plus Cox (1 ashore, 1 coaching, 1 coxing)
  - e) all cleaning protocol is followed, including bagging of lifejackets for 48 hours.
  - f) Juniors to carry their own hand sanitiser onboard for periodic cleaning of hands.
8. All of the above Phase 1 SOP (Standard Operating Procedures) apply.
9. ONE ADULT passenger is now permitted to help with training/coaching
10. You arrive in your sports kit and travel home to change/shower. Changing inside is not permitted. You ARE permitted to change your footwear during launch and recovery provided you take it home with you. Belongings carried in the Gig should be MINIMAL and only contain the essentials for rowing safely.

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11. Nominated COX to agree seating in the boat PRIOR to loading, and **fill in the paper Rowing Register accordingly**, being mindful of the balance of the boat. Please also be mindful of the book and pen in use, and wipe before and after use. This will be used for TRACK AND TRACE purposes, so if a row is cancelled, please record this.
12. No changing of seats or crews are permitted during a session, unless you return to the quay and follow the unloading and cleaning requirements. This includes the Cox.
13. All oars are to be wiped down with disinfectant prior to use, and at the end of the session.
14. Once nominated a seat, you are responsible to clean the area in the boat, your cushion and placing of your stretcher and pins. Please use the assigned "Disinfection Kit" box provided for Dancing Ledge and Tilly Whim.
15. Each box should contain a refuse sack to collect used paper towels etc, this should be replaced from the store under the sink after each row and disposed of in accordance with procedures.
16. After use in the forecourt please bring the "Disinfection Kit" box in the boat (in case of crew handover at the Quay) whilst rowing along with the appropriate Safety Board.
17. **Coxes please note:** each First Aid Kit on the Safety Board contains disposable CPR masks to prevent cross infection in the unlikely event of CPR being required whilst out rowing.
18. **Coxes please note:** You are responsible for cleaning the safety board and the radio before and after use.
19. Hi-Viz jackets & Lifejackets are a potential contamination point. Once you have finished using them to launch/recover (usually dolly handlers and traffic coordinator) these should be put in a plastic bag, and dated with marker pen, and not used for 48 hours on a rotation. Plastic bags will be available under the sink.
20. loading the bow and stern should be done as quickly and efficiently as possible, since Social Distancing Measures are temporarily not possible. The Cox must wear a visor at this stage, and is responsible for calling the lifts at at 3m distance from the activity. Lifting members must put on a facemask and should **not talk** during this part of the operation, and try and face away from each other .
21. Unloading the bow and the stern on launching and recovery, and return to the Boathouse will also conform to item above.
22. As per our normal launch and recovery procedures set out in our Risk Assessments and Method Statements, all dollies and rollers have to be returned to the boathouse when not in use, and IN ADDITION dolly handles and rollers used, and any other touch points must be disinfected.
23. When it is impossible to launch or recover at the quay, we are permitted to use the Sailing Club Beach, but we have to avoid their busy session times which are Tuesday and Thursday evenings from 5pm and Sunday Mornings from 9.30am. As normal please wear your masks while conducting launching/recovery activities in this vicinity.
24. SSRC MEMBERS are always to be mindful of the general public around the quay, and passing to and from the boathouse. The Quay is always a busy place, so please ensure you practice social distancing on the quay, and do not accept any lifting assistance from members of the public.
25. Before getting into the GIG, you must put on a mask. Getting into the Gig should be done as efficiently as possible, with crews in the correct order of their seating. The COX must wear their visor, and you must follow their instructions with only one person moving at a time. Please try to avoid touching others seats as you move to your position, unless its unsafe to do so. This rule will remain in place until the Government changes social distancing rules.
26. Once in the GIG and seated with Stretchers correctly placed, Crew MASKS are not required, but members are permitted to wear gloves and masks if they feel more comfortable doing so, and it does not affect breathing.

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27. Members must carry their own personal hand-gel for cleaning their hands once in the gig, and if required during the rowing session, or after handling oars and catching ropes.
28. The COX must wear their Visor for the duration of the activity.
29. Cox should sit on the buoyancy tank, not the Cox seat.
30. Rowers should be mindful of how the virus is transmitted, so no spitting, shouting, excessive breathlessness, and caution must be taken when blowing nose, or using tissues in the boat. You should also limit your touching of face, eyes, and mouth during any activity, and try to maintain a facing out of the boat towards your oar position.
31. Particular care must be taken between Cox and Number 6 rower (stroke) as they are facing each other. The cox must wear the visor provided by the club. Please ensure your own visor is cleaned before and after use.
32. At any time, if the Cox or a Rower feels uncomfortable about conduct in the boat during any part of the session they are entitled to cancel the session or request to be returned to shore.

## CREW CHANGEOVER

33. Your Seat Area should be wiped down during changeover, and Oar handle cleaned accordingly.
34. If Oars are being exchanged, complete the exchange and rowers getting into the boat should anti-bac their hands before and after rowing. As before all oars must be cleaned after their return to boathouse.
35. Members should always carry their own personal hand-gel for cleaning their hands and equipment once in the gig, and if required during the rowing session, or after handling / catching ropes.
36. If weather permits, crew changeovers should be conducted on Monkey Beach. It reduces our interaction with other boats and the general public on the quay.
37. Getting in or out of the Gig should be done as previously mentioned in seat order and only when instructed by the Cox.
38. Social Distancing Measures (2m) must be adhered to on the Quay and Monkey Beach (and Pontoon when in use) at all times, and avoid lengthy congregation.
39. No passing on the Quay steps.

## END OF SESSION

40. As above, all equipment must be wiped down with Anti-bac spray and disposable towels after returning to their storage locations, including the boat thwarts and Gunwales (Gunwales)
41. Cox is responsible for cleaning the buoyancy tank, gunwale, rudder steering ropes, bow & stern lines, safety board including Radio, disinfectant box and lifejacket.
42. Cox to instruct a member to tie and dispose of wastebin contents (used rags, paper, cleaning material) and replenish with an empty bag from under the sink.
43. Please leave boathouse as you would wish to find it to reduce contamination, and limit touching points
44. All members and visitors to use anti-bac gel on leaving the premises.
45. **All of these requirements are absolute and essential to allow us to break back into rowing, and any transgressions will be taken extremely seriously, where we will be forced to withdraw the facility for training and rowing.**
46. **Should there be a change in government guidelines, or any localised Covid issues either within the club or in the county, we will act quickly to close the boathouse, and cancel all activities.**

## **First Aid – with regards to Resuscitation**

Because of the heightened awareness of the possibility that any victim may have COVID-19, Resuscitation Council UK offers this advice

- Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives.
- Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999.
- If there is a perceived risk of infection, rescuers should use a CPR FACE SHIELD from the boathouse First Aid Kit, or GIG Safety BOARD, or place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast.
- Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection.
- If the rescuer has access to any form of personal protective equipment (PPE) this should be worn.
- After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser.

### **Resuscitation involving a CHILD**

We are aware that paediatric cardiac arrest is unlikely to be caused by a cardiac problem and is more likely to be a respiratory one, making ventilations crucial to the child's chances of survival. However, for those not trained in paediatric resuscitation, the most important thing is to act quickly to ensure the child gets the treatment they need in the critical situation.

For out-of-hospital cardiac arrest, the importance of calling an ambulance and taking immediate action cannot be stressed highly enough. If a child is not breathing normally and no actions are taken, their heart will stop and full cardiac arrest will occur. Therefore, if there is any doubt about what to do, this statement should be used.

It is likely that the child/infant having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.

*Dan Bennett*

Title: Chairperson, on behalf of all SSRC Trustees

Charity's Name: Swanage Sea Rowing Club

## **'OPT IN' CONSENT FORM**

I, the undersigned, have read and fully understand the Swanage Sea Rowing Club Standard Operating Procedures that are in place for Phase 1 and 2 of getting back to activities. I agree to follow these instructions fully when using the facilities and rowing provisions to help prevent infection and to slow the transmission rate of COVID-19 .

MEMBER NAME: \_\_\_\_\_

DATE : \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

(PARENT/GUARDIAN if junior)

CONTACT PHONE NUMBER : \_\_\_\_\_

### AS A FOOTNOTE

Our GIG Rowing activity is a very visible activity in Swanage, both on the Quay and on the water, and we appear frequently in photographs on Social Media and sometimes wider afield. Nothing we do should compromise our reputation as a club, and our conduct should always be respectful of each and everyone of our members, and the wider public we come into contact with.

Every Crew Member has equal responsibility in the GIG and during our Sessions to help prevent virus transmission, and should act with care at all times.



## I'm going Rowing!

### MEMBER'S CHECKLIST

✓	I'm attending a pre-organised Row, Gig is booked in Rowter
✓	Brought facemask, for launch and recovery
✓	Personal anti-bac hand-gel for in the Gig
✓	Suitable Footwear for Launch and Recovery
✓	Brought minimal baggage In the Gig
✓	Scanned QR code at door (if able)
✓	Clean everything you touch before and after rowing
✓	Help the Cox with cleaning and disposal of rubbish at end of session

### COXES CHECKLIST

✓	I'm attending a pre-organised Row, Gig is booked in Rowter
✓	Brought Visor (and a cloth for wiping periodically if needed)
✓	Brought facemask
✓	Personal anti-bac handgel for in the Gig
✓	Suitable Footwear for Launch and Recovery
✓	Scanned QR code at door (if able)
✓	Brought minimal baggage In the Gig
✓	Filled in the Rowing Register, checked Names against Membership List, and decided Rower positions prior to arriving at the Quay
✓	Take the Disinfection Kit in the Gig
✓	Clean everything you touch before and after rowing
✓	Bagged up the Hi-Viz jackets & Lifejackets with date used written on bag
✓	Disposal of rubbish at end of session