

Greater Niagara Boating Club COVID-19 safety plan

Business name:

Date distributed: November 23,2020.

The Greater Niagara Boating Club

Revision date: May 21, 2020

Date completed: November 19, 2020

Developed by: Health & Safety Director

Division/group: Health & Safety

Others consulted:

Review Date: May 21, 2021

Board of Directors G.N.B.C.

This document is designed to provide as much information in response to each question as possible. This will help our Workers, Members & Guests know exactly what to do and what to expect.

The final page is a snapshot version of our plan to post in the workplace. This will act as a reference for workers and let others who come into our facility know what we are doing to help keep everyone in our facility/workplace safe.

The COVID-19 pandemic is an evolving situation – weekly reviews of our plan will be conducted, and changes may be made as required. Our Health & Safety Director will Refer to the Ontario government's [COVID-19 website](#) for up-to-date information.

1. Ensuring all workers know how and are able to keep themselves safe from exposure to COVID-19.

Actions:

- Screen all people who enter the workplace **(Bar Staff)**
- Support self-isolation for workers with symptoms and workers who have close contacts of COVID-19 cases **(Bar/Kitchen Manager & Board of Directors)**
- Ensure people are maintaining a safe physical distance of two metres or more. **(Bar Staff/Kitchen Staff, Board Members & Membership)**
- Have workers, clients and visitors wear a mask **(Bar Staff & Management)**
- Disinfect surfaces & objects **(Bar Staff/Kitchen Staff/Membership/Cleaning Staff)**
- Support hand hygiene, particularly hand washing & sanitizing **(Membership/Guests/Staff)**
- Remind staff/workers about good cough/sneeze etiquette and to avoid touching their face **(Management & Staff)**
- Work with the local Health Department/Unit if any workers have COVID-19 or are exposed to someone with COVID-19 **(Management)**
- Ensure procedures are reviewed weekly to confirm compliance with Public Health standards. **(Health & Safety Director/Bar/Kitchen Managers & Staff)**

2. Screening procedures/protocol for COVID-19.

Actions:

1. Staying current will be the responsibility of the Board of Directors and the Health & Safety Director. **(Health & Safety Director)**
2. A screening checklist has been developed and instituted for use at the Bar Area. Bartenders will collect contact information from the patrons upon arrival and maintain that list continually. The Checklist was developed using the Region of Niagara COVID-19 Screening tool. **(Health & Safety Director, Bar/Kitchen Managers)**
3. Mandatory screening will be completed for everyone upon entry. If anyone leaves for a period of time, that time will be recorded and maintained by the Bar Staff. **(Bar Staff)**
4. It is the responsibility of the worker to identify if they are not feeling well enough to work. Workers should not come to work if feeling poorly and notify the **Bar Manager or Kitchen Manager**.
5. It is also the responsibility of every worker and patron to stay away if feeling poorly. It is also a requirement to notify the G.N.B.C. if they develop symptoms or have been exposed to a person with COVID-19 immediately so that we as a Club can begin contact tracing protocols for others that may have been exposed. **(Everyone)**

3. Controlling the risk of transmission in our workplace.

Actions:

- G.N.B.C. has developed a seating plan that restricts the number of seats that are available at the bar as well as at table seating. **(Bar Staff/Kitchen Staff)**
- G.N.B.C. has provided hand washing soaps & sanitizers in washrooms, hallways, and entrance points to the Club. Barriers to provide direction of walking throughout the Club House have been established and are enforced.
- While seated, masks may be removed. While walking in the Club House, the wearing of masks is mandatory. **(Everyone)**
- Cleaning Staff are on site daily to conduct thorough cleanings of all surfaces related to the Club House and Washrooms. **(Staff)**
- Kitchen Staff are required to maintain their own area by routinely sanitizing surfaces, wearing masks, providing table service when taking orders. Staff provide single serve condiments, utensils, napkins, and plated food. **(Kitchen Manager/Director)**

4. If there is a potential case, or suspected exposure to COVID-19 at our workplace, the following should be the protocol.

Actions:

- As stated previously, if feeling poorly, stay home.
- If someone becomes sick, the **Commodore** needs to be notified as well as all Board Members.
- The contact tracing screening tool will need to be reviewed and those exposed will be notified and sent for testing.
- Contact information for the local Public Health Unit is posted in the Club House and will only be used by G.N.B.C. Board Members if necessary.
- If there is a positive COVID-19 case linked to the G.N.B.C., the Club House will have a thorough deep clean completed prior to re-opening to patrons.

5. Managing any new risks caused by changes to the way we operate our business.

Actions:

- Bar Manager, Kitchen Manager and Health & Safety Director will meet with Staff routinely to check in and see how they are coping with the rule changes as they are disseminated through Local/Regional & Provincial Health directives.
- Adjust our Workplace Safety Protocols to accommodate any changes mandated by Medical and/or Health Professionals.
- Consult Staff if concerns arise regarding impediments to doing a good job. They are encouraged to voice opinions if they have concerns.

6. Making sure our plan is working.

Actions:

- The Board of Directors meet routinely for regular Board meetings (once per month).
- It will be the responsibility of the Health & Safety Director to convey progress and/or concerns they may have and recommendations to rectify if required.
- Health & Safety Director will communicate with Bar & Kitchen Directors routinely to discuss any concerns their Staffing may have with Protocols and review recommendations to adjust the document and procedures.
- Emergency meetings may be called by the Commodore if deemed necessary.

Greater Niagara Boating Club COVID-19 safety plan – snapshot

Business Name: The Greater Niagara Boating Club

Revision date: Revised Draft

Date completed: November 23, 2020

Review Date March 29, 2021

Division/Group: Health & Safety

Measures we're taking:

The Greater Niagara Boating Club will ensure workers know how to keep themselves safe from exposure to COVID-19 by:

- Continuous conversation regarding mask wearing, hand sanitizing, Bar & Seat sanitizing.

The Greater Niagara Boating Club screening for COVID-19 by:

- Logbook is maintained behind the Bar by the Bar Staff. Staff are required to screen everyone entering the Club House including those entering for food only.

The Greater Niagara Boating Club controls the risk of transmission in our workplace by:

Physical distancing and separation

- Limited seating restrictions are in place to minimize Bar patrons and Seating patrons

Cleaning

- Cleaning Staff are conducting thorough cleaning daily. Staff & Patrons clean their area after use.

Other

- Contact list for possible exposure is listed with this document and should be followed.

If there is a potential case, or suspected exposure to COVID-19 at our workplace, the Greater Niagara Boating Club will:

- Communicate with the Entire Board regarding a possible exposure. Follow up with the individual if possible, to recommend testing and results provided to the Board of Directors

The Greater Niagara Boating Club will manage any new risks caused by the changes made to the way we operate our business by:

- Keeping lines of communication open and have routine conversations with all staff as the rules and mandates change so often.

Making sure our plan is working by:

- Weekly review of success related to NO illness or possible exposure.
- If anyone refuses to provide screening information, they will be asked to leave.
- Always maintain our limit(s) of patrons indoors.

Quick Links:

- ✚ You can [take a self-assessment](#) to help you decide if you need a test.
- ✚ [Find a testing location](#) and learn what to expect during your test.
- ✚ After you've been tested, [get your results online](#).
- ✚ [Screen for COVID-19](#) before you go to school, court, work, a business or other public place.
- ✚ [Wash your hands](#) with soap and water thoroughly and often.
- ✚ [Learn about face coverings](#) – how to use, clean and dispose.
- ✚ [Get the facts about COVID-19](#) – basics, symptoms, and treatment.
- ✚ [Public Health Ontario \(PHO\) fact sheet](#)
- ✚ [Roadmap to Reopening Ontario](#)
- ✚ [Niagara Region Face Covering Bylaw](#)