



Governance

Reviewed by Board of Directors for Policy Approval: 20190412

Reviewed by Board of Directors for Policy Approval: 20210421

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## O-4 COVID19 SAFETY POLICY

|                               |                   |
|-------------------------------|-------------------|
| Effective date                | February 03, 2023 |
| Initial Approved Date         | April 12, 2019    |
| Date last reviewed            | February 03, 2023 |
| Archived date                 |                   |
| Replaces and/or amends        |                   |
| Appendix(-ces) to this Policy |                   |

Able Sail Toronto (AST)'s highest priority is to the safety of our staff, volunteers, and participants. AST follows the protocols of National Yacht Club, Ontario Sailing, the City of Toronto, provincial health authorities, and AST management. Thank you for adhering to our protocols and for your commitment to everyone's well-being.

### First Level of Protection: Elimination

1. AST has reduced the number of sails to one every half hour to minimize overcrowding on the compound. A maximum of two bookings may be made at a time. This may be subject to change.
2. Prior to arriving, all AST members are required to complete a COVID19 pre-screening form. We ask that the form is completed honestly, and that those who display any symptoms or who have been travelling outside the country within two weeks prior to their sail refrain from entering the compound. A waiting list will be made for those who need to cancel due to any risk of illness.
3. AST members will not be permitted to enter the main building. The posted maximum occupancy limit is five (5) individuals, namely the AST staff. Any equipment necessary prior to sailing will be retrieved by a staff member. Signs will indicate a check-in desk and designated waiting area inside of the compound.

### Second Level of Protection: Barriers and Partitions

AST will not be installing any barriers or partitions around the compound. In incidences where social distancing cannot be maintained, personal protective equipment will be worn (see Fourth Level of Protection).

### Third Level of Protection: Rules and Guidelines

1. We would like to minimize the number of individuals coming within 6 feet of one another. AST members are asked to bring someone within their social bubble (e.g. caregiver) to assist with the transfer in and out of boats. If the lift is required, this individual must be trained to operate it, otherwise a staff



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member will assist. If a client comes alone, staff members will be wearing extensive personal protective equipment for these transfers.

2. COVID-19 signs will be present around the compound outlining proper procedures and conduct. All visitors must necessarily abide by these guidelines in order to create a safe environment.
3. AST members are asked to bring their own lifejacket or Personal Flotation Device (PFD) if they have it. This will minimize the number of surfaces contacted by multiple individuals. If they do not, AST will provide a sanitized lifejacket.
4. As part of our updated safety plan, AST requires all solo sailors to have a safety whistle with them while on the water. AST asks those who have their own safety whistle to bring it with them, otherwise AST will provide you one that is new (still in packaging).

## Fourth Level of Protection: Personal Protective Equipment

1. In accordance with National Yacht Club (NYC) guidelines, a mask **must** be worn at all times while on the compound and on the water. This must be accompanied by social distancing from all other individuals on the compound when possible. We ask all visitors to please bring a mask with them before entering the compound. If required, AST will be providing disposable masks for free.
2. We recognize that while sailing, social distancing must be broken between the volunteer and the client. For this reason, it is required that AST members wear a face mask on the boat.

## AST Specific Procedures

### Before Arriving at the Compound

1. Fill out the following COVID19 self-assessment survey before your first sail. If your result informs you to get a COVID-19 test and self isolate, please call DSA as soon as possible. If your result informs you that you do not appear to have COVID19, please show our office coordinator a screenshot of your result when you check in the day of your sail.
2. Bring your own reusable or disposable face mask. If needed, AST will provide you with a free one when you check in. All persons entering the compound must wear one. Some exceptions may apply, please contact AST office if you have concerns about this.
3. If possible, bring an individual in your social bubble (e.g. a caregiver) to assist you with transferring into the boat. If you require the lift, this individual must be trained to operate it, otherwise a staff member will assist.



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4. If possible, bring your own lifejacket or PFD with you, preferably equipped with a safety whistle. If you do not have one, AST will provide you with a sanitized life jacket and a new whistle.
5. If it is your first time sailing, complete a consent form to bring in the day of.

## Once Arrived at the Compound

1. NYC has set up a check in point before entering the compound. Please ensure you sign in with them and obtain a free mask from AST if you do not already have one. Wearing a mask is mandatory throughout the duration of your time at National Yacht Club and out on the water. Some exceptions may apply, please contact AST office if you have concerns about this.
2. Please sanitize your hands as soon as possible with one of the hand sanitizers provided around the compound, or at a sink.
3. AST will be setting up a table outside for AST members and volunteers to check in. Please proceed to this area. Be prepared to show us a screenshot of your completed COVID19 self-assessment survey and give us your consent form if it is your first time sailing.
4. Please wait in the designated waiting area until the boat is ready to be launched. This area will be indicated by a sign. AST Staff will bring you all necessary equipment and let you know when your boat is ready.
5. AST sailboat will have been fully sanitized prior to your sail. Hand sanitization before entering the boat is mandatory.
6. Refrain from touching your eyes, mouth or face while sailing.

## Returning from a Sail

1. As soon as possible after landing, sanitize your hands using the hand washing stations or hand sanitizers provided.
2. Once you have exited the boat and gathered your personal items, exit the compound as soon as possible to avoid overcrowding.
3. Do NOT remove your face mask until you have exited the compound.

## Summary

1. All AST members must complete a COVID19 self assessment survey prior to their sail and show a screenshot of their result to a staff member when they arrive.



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2. Masks are mandatory in order to enter the NYC compound. Please bring your own. A free disposable mask will be provided by AST if you do not have your own. Do **not** purchase one from the NYC check-in desk.
3. If possible, please bring an individual within your social bubble (e.g. caregiver) to assist with your transfer into the boat. If you require the lift, this individual must be trained to operate it, otherwise a staff member will assist.
4. Please do not bring anyone other than yourself and an individual within your social bubble to help with your transfer. This is to avoid overcrowding the compound.
5. AST members will not be permitted to enter the office area. Signs will indicate a designated waiting area, and any necessary equipment will be collected by staff from the office.
6. If possible, AST members are encouraged to bring their own lifejacket, preferably equipped with a safety whistle. If required, AST will provide a sanitized life jacket and a new (still in packaging) whistle for you before your sail.
7. Hands must be sanitized at the following times:
  - Upon entering the compound
  - Prior to entering the boat
  - After returning from a sail
  - Before leaving the compound

**\*\*Disclaimer:** Our rules and guidelines are in place to maximize the safety of our AST members, volunteers, staff, and members of NYC. Please ensure you cooperate and follow the rules. Staff reserve the right to refuse service to those who don't abide.