

# **Phasing a Safe Return to Rowing at PCRC**

**Version 5 16 September 2020**

## **The Rationale**

Recently, the UK Government released [Guidance for the public on the phased return of outdoor sport and recreation](#) and this sets out more detailed information, specific for the sports sector, and building on the [Government's COVID-19 recovery strategy](#) British Rowing have mapped how they see a phased, safe return to rowing playing out and have moved to their version 6.1 of guidance: <https://www.britishrowing.org/2020/06/latest-british-rowing-advice-on-coronavirus-covid-19/>

On 16 September 2020 British Rowing guidance moved to Phase G of the above plan whereby further on water activity and competition may be possible in-line with British plan and as reviewed by DCMS on 23 July (a Government requirement).

## **PCRC COVID-19 Principles**

The Trustees together with the CRSA, Chair of the Rowing Committee and both Captains came together as a Panel and continue to discuss the current guidance. We have looked closely at the revised guidance and continue to discuss and consider all available information so as to allow access to boats and equipment for daily exercise in the short term and how we later re-open the club further in the medium term when guidance allows. The overarching principle that the Panel has worked towards is to put a framework in place that allows members back on the water, safely and within the guidelines, should they wish to do so. However, Coronavirus does not change any of our responsibilities towards safeguarding or safety and with the current guidance in place this will mean that not everyone will be able to return to rowing immediately, for example anyone who falls into the Government defined 'at risk' category.

## **Safety and Risk Management**

At all times, throughout this phasing, PCRC will need to put in place appropriate, adapted safety plans backed up by quality revised risk assessments which are in line with British Rowing's RowSafe guidance and comply with all relevant COVID-19 guidance (including from the Environment Agency and Nene Park Trust). These should always follow both the spirit and the letter of any Government restrictions.

Government restrictions have altered recently, including the allowance of a 'Return to recreational team sport framework', however, social distancing and hygiene remain of paramount importance and should be practiced at all times, not simply at home or when rowing.

This policy and the instructions below apply to both club boats and privately owned boats alike, there shall be no deviation from them.

If you decide to proceed with an outing based on this plan (either individually or as part of a crew/Group), it will be at your own risk. PCRC would discourage anyone from taking any unnecessary risks during the Covid-19 pandemic and this includes outings in a single scull whereby you do not feel confident of being able to self-rescue or boat/de-boat by yourself.

Furthermore, access to boats and equipment (club or private) will be granted on a competency/skills basis with the final decision on being able to access a boat being granted by the Chair of the Rowing Committee or either Captain, in the case of juniors this will be by the junior coaching team.

## Opening of Club Facilities

The precise club facilities that can be opened in each phase will be led by Government and British Rowing guidance. At this stage, the use of toilets is permitted with caution.

**Guidance on the use of changing rooms has also been amended.** Government guidance says that gyms may open but only if they can demonstrate that they can be operated in a 'COVID-19 Secure' manner. **The Trustees and Panel continue to investigate ways in which the gym can be operated and re-opened within the current Government guidance.** It is appreciated that some members may feel it appropriate to re-open the gym but until a coherent fully risk assessed plan including a management plan is in place the gym will remain closed.

**Currently ergos will remain available outside during good weather.**

Similarly we could now open up the clubroom and bar areas but at this time the Trustees feel that to do this would put undue pressure on volunteers to administer the guidance given by the Government, **this is further compounded by the reduction in group numbers recently imposed in law by the Government.**

## Revised On-Water Activity Schedule at PCRC (in-line with British Rowing guidance)

Below are the timings for the reintroduction of mixed household crew boats but are subject to alteration due to revision of guidance from British Rowing or any national or local restrictions being introduced due to an increase in case numbers of COVID-19:

From 1 August, 1x, 2x & 2-

From 15 August 1x, 2x, 2+/-, 4x+/-, & 4+/-

From 29 August 1x, 2x, 2+/-, 4x+/-, 4+/- 8+ & 8x+

Please note that the risk of transmission of the virus is increased in a crew boat vs. a single scull, however, the normal distance between two rowers in a crew is over 1m and by following the below guidelines as set out by British Rowing the risk of transmission is reduced.

When not on the water crews should maintain the 2m social distancing rule & wherever possible when carrying a boat crews should attempt to maintain 2m apart. Crews may wish to carry a boat on shoulders for instance so that the hull acts as 'mitigation'.

PCRC **has followed** the phased introduction of crew boats back into the club to help minimise the risk of transmission of the virus, **your care and diligence around hygiene & social distancing is ever more important as we continue along this road to recovery.**

## Crew Group Formation

For crew rowing PCRC is operating a 'group' system similar to the Governments 'household bubble' system. British Rowing guidance states that 'clubs should keep the same crew rowing together wherever possible to minimise the number of different close interactions rowers will have with each other'. We propose that members can form 'Crew Groups' whereby they can then only row with others from within their group.

Registering a Crew Group:- Members should contact the Captains to register their group; the Captains will **maintain a list of registered groups.** Coxes are included within the Group and can therefore only cox one crew.

**Size of Groups:**-Groups will be permitted to be larger than the crew but only up to 50% greater than the boat class. This is so that with slight amendment a crew will be able to row regularly. Group sizes should be kept to a minimum at all times.

Coronavirus is still in circulation, we should all work to minimise non-socially distanced interactions as far as possible. The Panel, Chair of the Rowing Committee and Captains will be proactive in challenging Groups that appear to be larger than is necessary. For example, a Group of 11 people claiming to row in an 8+ is not reasonable if ultimately they are only rowing in a quad and/or four. The Panel will question whether that Group of 11 should actually be broken down into distinct smaller Groups.

**Rowing activities within the Group:**-Groups are permitted to operate both larger and smaller crews within the same Group. For instance, one Group could row an eight once a week, but then break down into a four and a couple of doubles for their second outing.

**Growing a Group:**-Groups can now start registering their mixed household doubles as a Group. As the boat sizes allowed increase, these double Groups can merge or singles can join them with no restriction on crew activity.

**Switching Groups:**-In order to be able to switch from one Group to another you will need to 'quarantine' for a period of 14 days. In this instance we mean an individual does not crew row for fourteen days but, may use a single during this time.

**Households of more than one club member:**-Members from the same household may be in different Groups to each other but must remember that if anyone from either group shows symptoms of the virus then all household members may have to self-isolate & follow NHS Test and Trace procedures.

## **Coxes**

Coxes are part of a crew and therefore may only cox one Group.

Coxes are often in closer proximity to the stroke of the crew and also in stern-loaders are sat face to face. For that reason, there is an increased risk of transmission between a cox and rower.

To avoid droplet transmission coxes should not shout but use a cox box.

Individual life jackets will be assigned to each cox for safe keeping in order to personalise them. Coxes are asked to keep life jackets safe and with their personal possessions during this time. Life jackets remain the property of PCRC and will be returned upon request.

Each cox will be assigned a cox box and charger to use. Coxes are asked to keep these items safe and with their personal possessions during this time. These items remain the property of PCRC and will be returned upon request.

British Rowing guidance says 'coxes should wear both a face covering and face visor (the visor protects both eyes and keeps the face covering dry)'. Coxes will be provided with individual clip on visors which they are asked to keep with their personal possessions. Disposable type IIR face masks will also be available to coxes. Should a cox wish to provide their own face covering or visor then the individual must make sure it meets minimum Government standards/guidance.

Coxing does not count as one of an individuals allowed outings under the booking system. Coxes may book rowing outings through the booking system for themselves in the normal way providing they are not contravening the above procedures around Group formation.

## Booking Outings

Doubles and pairs can continue to use the booking system as currently set out in the instructions.

For larger crew boat bookings (4/8+) please liaise with the Captains to agree booking time slots.

## Accessing Boats and Equipment

With current restrictions in place we have adapted our safety and operational plans so as to allow those members who show good competency/skills within the available boat classes along with the ability to self-rescue the opportunity to access boats and equipment at certain times for daily exercise. You must be confident in your ability to boat, de-boat and self-rescue/rescue as a crew without any assistance of third parties before going out in a boat at this time.

In order to be as inclusive as possible to those members who wish to access the water a revised opening schedule is set out below.

Access to the boathouse bays will be controlled at agreed times when the building will be unlocked.

The club will be open for pre-booked sessions by adult members at the following times:

<b>Monday</b>	18:00-20:40
<b>Tuesday</b>	08:00-12:00 18:00-20:40
<b>Wednesday</b>	18:00-20:40
<b>Thursday</b>	08:00-12:00 18:00-20:40
<b>Friday</b>	17:00-18:20 ergos only
<b>Saturday</b>	07:00-13:40
<b>Sunday</b>	08:00-11:00

The club will be open for junior members at the following times (boats and timeslots will be allocated by the Junior Coaching Team):

<b>Monday</b>	16:00-18:00
<b>Tuesday</b>	12:30-18:00
<b>Wednesday</b>	16:00-18:00
<b>Thursday</b>	16:00-18:00
<b>Friday</b>	12:30-18:00
<b>Saturday</b>	14:00-17:30
<b>Sunday</b>	11:00-15:00

(Please see 'Return of Junior Rowing at PCRC' document for further information on time and boat allocations)

An electronic booking system has been put in place whereby members can select a two hour timeslot along with preferred boat in advance, there will be no access allowed if a timeslot has not been pre-booked – this applies to both club and privately owned boats.

This two hour timeslot will allow you to **'Show, Row & Go'**, turn up at the club in your kit, access and clean the boat and equipment, launch, exercise, de-boat, clean equipment and put away, then leave (there is no access to showers or changing rooms).

Prior to attending each session everyone should carry out a self-check health assessment for signs of COVID-19, if you show signs of any symptom do not go to the club; follow Government & NHS England advice, please also inform an officer of the club as we are duty bound to make our attendance records available for NHS Test & Trace.

Members, parents, carers and guardians should not congregate as a group anywhere on club premises including the patio or car park.

British Rowing guidance as reviewed by DCMS allows for groups of up to 12 people at a time.

There will be twelve spaces available per timeslot, with at least three timeslots available each time the club opens. Timeslots will be staggered in twenty minute increments to allow for the previous wave to set off before the next arrives. It is expected that boating and de-boating will be staggered.

This means that during each adult session, each timeslot will allow for a group of crews and coaches up to twelve individuals to go afloat/coach. Each crew/sculler/coach must follow social distancing rules at all times.

**The group must not exceed a total of twelve people.**

Revised instructions (and a link to the booking system) are provided in Appendix 1 of this document.

Private boat owners will only be allowed out if they have confirmed that their boat insurance is up to date.

Each pre-advertised session will be under the control of a designated Session Co-ordinator, this person has the express powers to allow or deny access as delegated by the Trustees so as to maintain social distancing and good hygiene practices. The Session Co-ordinator is responsible for opening and closing the boathouse. Details of their responsibilities can be found in Appendix 2.

### **Launches**

The latest British Rowing guidance now makes provision for the use of launches, however the Panel have made the decision that launches are not to be used unless specific permission is granted on an individual basis by the Panel and that appropriate measures including the use of PPE are in place.

### **Coaching**

The latest guidance from the [Government advises that coaching is currently permitted](#) coaching activity will be coordinated by the Rowing Committee. **All senior coaches must book a session slot before attending the club. Junior coaches will continue to be allocated accordingly.**

### **Coaching Bikes**

**All coaches who wish to use the club owned bikes are free to do so. They must have all of their touchpoints cleaned using soap and water, before and after use.**

### **Social Distancing**

Maintaining social distancing is important during these times and general care and patience is expected from everyone. If you feel unwell, have any COVID-19 like symptoms, or knowingly should

be self-isolating, shielding or are in a high risk group then please do not attempt to attend. Further information is available at <https://www.nhs.uk/conditions/coronavirus-covid-19/>

### **Crew Briefings/De-briefings**

These should be kept to an absolute minimum, be carried out in a socially distanced manner and be outside. Once a de-brief has been done, members should disperse from the club as quickly as possible remembering that social gatherings of more than six people are currently illegal in law.

### **Changing Rooms & Showers**

Members are required to arrive at the club in clothing ready to train and leave the club, changing at home wherever possible.

Guidance on changing rooms has been revised and states: *The use of changing rooms and showers should be limited to essential use only (including where safety or safeguarding measures require this - for example, clubs are required to make changing facilities available for disabled people, those who are cold or in need of immediate assistance).*

The Panel does recognise that these restrictions, on occasions and in exceptional circumstances, may be difficult for some members such as juniors, for example, arriving at the Club direct from School and adults who may also be restricted due to personal circumstances such as commuting and distance to travel to and from home after work.

With the above in mind the Panel has agreed to a one week trial of making the changing rooms available for those juniors who are unable to arrive at the club in appropriate kit. This does not mean they are available to all; the guidance remains in place to turn up in kit ready to train wherever possible. At this stage no adults should be using the changing rooms.

The Club, whilst keeping with current Government and British Rowing guidance, will permit restricted access to the Changing Rooms on a strict procedure basis and limiting to a maximum number of five people in each of the changing rooms at any one time.

- On arrival at the Club seek permission from the Supervisor to access the Changing Rooms.
- You will be required to collect a "Tally" to access the Changing Rooms. If there is no Tally available this means that the maximum number of people are already in the changing room and you will be required to wait until they leave and a Tally becomes free.
- A face covering must be worn whilst entering, using, and exiting the Changing Rooms via the toilets.
- Enter the Changing Rooms through the toilet area as normal. The changing room doors will be shut but the digital locks will have been secured in the open position. You will be required to use the hand sanitiser provided before entering the changing room. ALL people entering the Changing Rooms are required to use the Sanitiser irrespective whether, for any reason, you find the door already open.
- Find a free changing space marked on the wall. Use the Disinfectant Spray and paper towels provided to clean the area you are getting changed in.
- Once changed pack your clothes, clean down your area again and leave the changing room via the toilets disposing of the paper towels in the bin provided.

- When exiting the changing rooms and toilets be vigilant to maintain social distancing, following the one-way system around the remainder of the building.
- Face Coverings may be removed once you are clear of the changing rooms.
- The tally must be cleaned by placing it in the bucket of cleaning solution provided and returned to its hook.
- Inform the Supervisor if any of the cleaning materials require attention.
- Leave your bag with clothes in the boathouse, you will not change back into your clothes after training, you will leave the Club in your training gear.
- You are reminded not to leave any valuables with your clothes in your bag.

You should only use the club showering facilities if you have capsized or have got wet and cold - 'Show, Row & Go' is still the principle.

### **Accessing the Club**

As a member who has booked access, you can expect the front boathouse bay doors to be open and trestles set out on the hard for your use. These will be spaced to comply with social distancing guidelines.

A one-way system is now in place for access to the toilets, please follow this and do not abuse it. Access will be via the sculling bay and through the office to the toilets, egress will be via the corridor to the main boathouse, this is to keep the building safe and deter the general public from using the toilets. Doors will be propped open to avoid contact points where possible

Blades will be assigned to individual boats and should not be swapped, this is to maintain a concise record of who has used what equipment should we need that information.

Tennis balls should be placed in the assigned bucket of cleaning solution during your outing. These should be replaced back on your boat at the end of your session. Boat tags are not being used at this time; the Session Co-ordinator will be aware of who is out on the lake.

We ask that single scullers boat as a pair of hulls where possible whilst maintaining social distancing so that you can adopt a 'buddy system' whereby should one of you need assistance in an emergency then the other can either give or call for assistance – this does not mean major relaxation of social distancing.

### **Cleaning of Equipment**

We advise all members, including the owners of private boats that might be shared to follow the instructions given below with regard to the cleaning of equipment, these are in-line with Government and British Rowing advice.

### **Please Note**

Guidance is changing on an almost daily basis, the Panel will attempt to keep abreast of such changes so these guidelines/procedures will change from time to time.

If you decide to proceed with an outing based on the above plan (either individually or as part of a crew/Group), it will be at your own risk. PCRC would discourage anyone from taking any

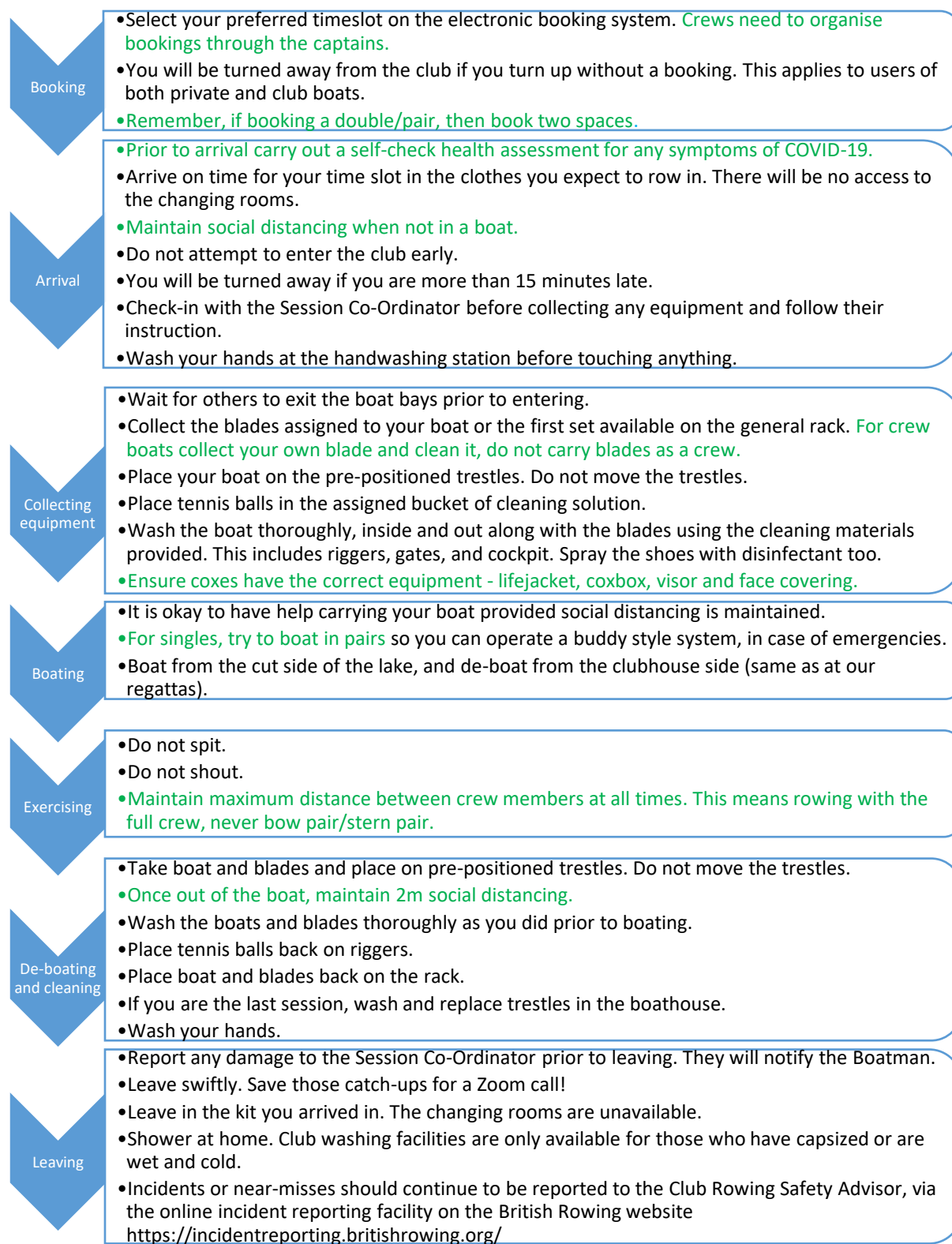
unnecessary risks during the Covid-19 pandemic and this includes outings in a single scull whereby you do not feel confident of being able to self-rescue or boat/de-boat by yourself.

This above framework has been put in place by the Panel to allow access to boats and equipment for use on both the lake and the river. When using the river you should inform the Session Co-ordinator before boating and make sure that you return in a timely manner, any lateness in returning will result in the ability to use the river being withdrawn either on an individual or club-wide basis.

When using the river, please be aware that there has been an influx of extra people in areas around waterways and on the water itself. Please promote a courteous attitude towards other water users and be aware many may be new to the waterways and have limited knowledge of navigation rules.



## Instructions For On Water Rowing – ‘Show, Row & Go’



## Instructions For Use of Ergos – ‘Show, Row & Go’

**Booking** – Through the outdoor ergo booking system:

[https://www.supersaas.com/schedule/PCRC/Outdoor Ergo Booking](https://www.supersaas.com/schedule/PCRC/Outdoor_Ergo_Booking)

Slots are fixed at eighty minutes. Number of advanced bookings is limited to three per week. Additional bookings can be made only with 48 hours of the timeslot, to allow all members fair access. Remember the number ergo you have booked.

**Arrival** – as for rowing. Ergo use is not permitted in the rain, and the gym remains closed for training.

### **Collecting equipment –**

The Session Coordinator will open the doors to the gym, so entry can be made through the sculling bay. If the wooden doors are shut, ask the Coordinator, do not open them yourself. If you can't remember which numbered ergo you have booked, check with the Session Coordinator. Wait for others to exit the boat bays prior to entering.

Locate your booked ergo, the number will be on the rear foot. With the help of a second person, bring the ergo from the gym to the grass outside, and place between the flag pole and the main doors. Ensure that there is a 2m gap between ergos. Ensure there is sufficient space for bike users to access the bike racks.



Clean the ergo. Ensure that all touchpoints and high risk areas are thoroughly wiped clean, using the materials found in the gym:

- Slide rail and seat
- Foot stretchers and straps
- Handle, handle stay and surrounding bodywork (**not the chain**)
- Monitor and posts (**do not directly spray the monitor**)
- Flywheel housing (**do not directly spray the flywheel**)
- Touchpoints from carrying the erg outside (legs, body)

### **Exercising -**

Do not spit. Do not shout. Maintain social distancing at all times. Ensure you leave ample time before the end of your timeslot to complete a second cleaning. **Please note that the ergos cannot be used if it is raining.** If it starts to rain during your session, bring the ergo straight back into the gym. You may wait until the rain has stopped and continue your session if time permits.

### **Ending a session –**

Clean the ergo thoroughly as listed in the bullets above.

Place the ergo back in the gym in its correct location, ideally carrying it with another person.

Wash your hands.

**Leaving – as for rowing.**

### **Appendix 1 – Instructions For Booking a Timeslot**

The electronic booking system can be found here:

[https://www.supersaas.com/schedule/PCRC/Boat\\_Booking\\_System](https://www.supersaas.com/schedule/PCRC/Boat_Booking_System)

You will need an account to make a booking; this is free.

### **Fair Access To Sessions**

To ensure everyone has the opportunity to row, we are currently asking members to limit advance bookings to **three** sessions per week.

Should there be spare slots still available within the next 48 hours, then these are free to anyone. You still need to book these spare slots; you will be turned away if you do not have a booking.

Bookings can be made 7 days in advance. Bookings will close 30 minutes before a particular time slot so that the Session co-ordinator knows who to expect.

### **Doubles/Pairs**

Each member of a double/pair needs to book a slot. The first person should book the boat they wish to use, the second should book one of the dummy slots labelled as 'Crew X'.

### **Instructions For Making A Booking**

- 1) Select your preferred start time from the panel on the left. This will highlight available slots on the calendar.
- 2) Click the slot you want; this will open a dialogue box.
- 3) In the dialogue box:
  - a. The 'When' will match the time/date you have just selected.
  - b. Select your boat from the 'Boat List' dropdown. Boats marked with an asterisk (\*) are captains' permission; normal limitations apply. Boats already booked at that time will be greyed out and unavailable for selection.
  - c. 'xx:xx Start Time' is used to limit numbers; keep the default selection.
  - d. Type your name in the 'Full Name' field.
  - e. For household doubles, add the name of your partner in the 'Other crew member(s)' field.
  - f. Tick 'Send email' if you want a confirmation email.
- 4) Click 'Create Reservation' at the bottom of the dialogue box to complete. This will take you to the 'Agenda' tab, listing all your upcoming bookings.

## **Appendix 2 - Session Co-Ordinator Duties**

### **Opening**

- 1) Upon arrival at the club put on washing up gloves prior to unlocking any padlocks or doors.
- 2) Unlock and make sure that padlocks are locked back on the open doors and that shutters are fully open.
- 3) Clean padlock keys and padlocks with cleaning solution in spray bottles.
- 4) Switch on boathouse/toilet lights.
- 5) Open double doors from gym & sculling bay to allow ergo access.
- 6) Place cones in a line down the hard to separate outgoing and incoming.
- 7) Take trestles and wash with cleaning products provided and set out within markings on the hard.
- 8) Prepare a bucket of cleaning solution for tennis balls.
- 9) Place a bucket of soapy water at the front of the boathouse for arrivals to wash their hands.
- 10) Wash gloves thoroughly.

### **Closing**

- 1) At the end of the session get the last members to wash the trestles and put them away.
- 2) Secure any cleaning materials ready for the next session.
- 3) Put on your gloves and lock down the building. Once locked, wash your gloves, bag them and take them home to wash in a bleach solution ready for your next session.

### **General**

- Always observe a safe distance between yourself and members/the general public.
- Give firm instruction to members upon their arrival and advice if you see someone doing something they shouldn't.
- Keep a written log of who is on the river or lake.
- Make sure there are sufficient cleaning materials available to members for cleaning their equipment.

**Stay safe at all times.**