

RECOMMENDED BEST PRACTICES DURING COVID-19
Presented by: Sail Manitoba

Sail Manitoba is prepared to meet and exceed current Public Health regulations through the following recommended Best Practices as outlined below. Additional actions will be addressed as mandated.

REFERENCE NO.	DEPARTMENT	PROCEDURE
CLUB HOUSE		
CH-001	Clubhouse	Place appropriate signage: ✓ Maintain social distancing (2 metres/6 feet) ✓ Maintain good handwashing and respiratory hygiene
CH-002	Clubhouse	Limited access to clubhouse, boathouses/sheds, storage areas etc. with no more than 10 people (depending on the size of area) while maintaining social distancing.
CH-003	Clubhouse	Create a log sheet for cleaning frequency tracking.
CH-004	Clubhouse	Sanitize surfaces such as but not limited to counter surfaces, tables, POS system, credit card terminal, door handles, telephones, pens, and more.
CH-005	Clubhouse	Payment options to be either: touchless, cashless, or via online to avoid any walk-ups or cash payments.
CH-006	Clubhouse	Staff and volunteers, coaches and learning facilitators must use the self-screening tool before coming into work. https://sharedhealthmb.ca/covid19/screening-tool/ Anyone ill with COVID19 symptoms will not be allowed entry.
CH-007	Clubhouse	Educate: staff, volunteers, coaches, learning facilitators on hygiene, sanitation, physical distancing, maximum number of members, and the impact of preventing the spread of communicable diseases.
CH-008	Clubhouse	Where feasible: designated contact person will ensure Safety measures are being followed - with the agreement that those not complying will be asked to leave.
CH-009	Clubhouse	Hand sanitizer available at all common areas.
CH-010	Clubhouse	Do not congregate.
CH-011	Clubhouse	Cover all water fountains.
CH-012	Clubhouse	Club life jackets/personal floatation devices (PFD) should be assigned to an individual sailor for the duration of public health measures and kept separate from other equipment and brought home.
CH-013	Clubhouse	Club members should ensure participants are properly registered and waivers have been signed.

CH-014	Clubhouse	Non-Members and Guests – determine what your club’s policy will be regarding non-member and guest access to the club’s facilities, programs, and events during COVID-19. Determine if Waivers will be required and how policies will be enforced. Communicate this information clearly to your members.
CH-015	Clubhouse	Sanitation practices should follow the Canadian Government guidelines for cleaning hard surfaces - https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19.html
CLUB AND DOCK MAINTENANCE		
CD-001	Club and Dock Maintenance	Minimize the number of people working/volunteering on the dock/storage/parking areas. Consider staggering the crew to avoid contact.
CD-002	Club and Dock Maintenance	Maintain social distancing – 2 metres/6 foot rule.
CD-003	Club and Dock Maintenance	Assign specific staff/volunteer equipment to avoid sharing.
CD-004	Club and Dock Maintenance	Place hand sanitizer throughout maintenance area and access to hand washing stations.
CD-005	Club and Dock Maintenance	Regularly sanitize any surface that is commonly used (gate handles, knobs, doors etc.).
CD-006	Club and Dock Maintenance	If equipment (including radios) must be shared - it must be thoroughly sanitized before being used.
CD-007	Club and Dock Maintenance	Practice handwashing and standard hygiene practices.
CD-008	Club and Dock Maintenance	Recommended: no visitors/guests to the facilities.
CD-009	Club and Dock Maintenance	Cover all water fountains.
CD-010	Club and Dock Maintenance	Do not congregate.
BOAT LAUNCHING		
BL-001	Boat Launching	Where feasible: designated contact person will ensure Safety measures are being followed - with the agreement that those not complying will be asked to leave.
BL-002	Boat Launching	Limit access to slip spaces to passengers/crew boarding that boat.
BL-003	Boat Launching	With trailers transporting boats, caution should be taken when unloading and loading boats to maintain physical distance.
BL-004	Boat Launching	Avoid the common courtesy of helping others with their lines or accepting help unless there is an immediate need to avoid injury or damage. Wash hands or use sanitizer after handling someone else’s boat or lines.

BL-005	Boat Launching	Sanitize surfaces frequently. If using a crane, have one operator for the day and then sanitize the surface in the evening or, if more than one operator, each time a different person operates the crane.
BL-006	Boat Launching	Wear protective equipment as necessary.
BL-007	Boat Launching	To avoid over crowding, schedule boat launching times.
BL-008	Boat Launching	Avoid sharing tools or equipment. If shared disinfect affected tools after use.
BL-009	Boat Launching	Where possible sail with members of your own family or with people you have self-isolated with for at least 14 days.
WORKPLACE SAFETY		
WS-001	Workplace Safety	Educate: staff, volunteers, coaches, learning facilitators on hygiene, sanitation, social distancing, maximum number of members, signs and symptoms of COVID19, sanitization routines, and the impact of preventing the spread of communicable diseases.
WS-002	Workplace Safety	Club PFDs should be assigned to an individual sailor for the duration of public health measures and kept separate from other equipment and brought home.
WS-003	Workplace Safety	Establish a communication plan to keep staff, volunteers, coaches, learning facilitators, volunteers informed and updated on issues affecting the workplace.
WS-004	Workplace Safety	Recommended: Staff and volunteers, coaches and learning facilitators must use the self-screening tool before coming into work. https://sharedhealthmb.ca/covid19/screening-tool/ Anyone ill with COVID19 symptoms will not be allowed entry.
WS-005	Workplace Safety	Recommended: No visitors/guests to the facilities.
WS-006	Workplace Safety	Conduct meetings by phone or online wherever possible. For in-person meetings, ensure safe social distancing (6+ feet) between attendees.
WS-007	Workplace Safety	Place appropriate signage: <ul style="list-style-type: none"> ✓ Maintain social distancing (2 metres/6 feet) ✓ Maintain good handwashing and respiratory hygiene
WS-008	Workplace Safety	Ensure hand washing signage is present at all wash stations.
WS-009	Workplace Safety	Wear protective equipment as necessary.
WS-010	Workplace Safety	Responding to an incident on or off the water (sailor in the water/other injury) may cause the responsible person to come in physical contact with the sailor. As such leaders should always

		<p>have gloves, masks and hand sanitizer available to protect themselves, and sailors, should contact become necessary.</p> <p>Sailors, coaches/leaders should be prudent, and avoid any unnecessary risks.</p>
WS-011	Workplace Safety	Provide hand sanitizing stations in multiple locations throughout the facility including but not limited to club house, storage sheds, docks, etc.
WS-012	Workplace Safety	When required, wear a mask and safety goggles.
WS-013	Workplace Safety	When required, wear gloves that can be washed after use or put aside for several days – do not put gloves in your pocket – virus can live on surfaces up to 7 days – wash hands after taking off the gloves.
SAIL MANITOBA PROGRAMS		
TEAM ATHLETES		
TA-001	Team Athletes	<p>Recommended: Athletes, participants, parents, caregivers, coaches, learning facilitators, staff should be screened before entering facility/grounds.</p> <p>https://sharedhealthmb.ca/covid19/screening-tool/</p>
TA-002	Team Athletes	Maintain social distancing (2 metres/6ft).
TA-003	Team Athletes	Maintain good handwashing and respiratory hygiene
TA-004	Team Athletes	All team athletes are required to travel with individuals within their own household and jurisdiction.
TA-005	Team Athletes	All team athletes will be required to sanitize and maintain their own equipment before and after each use. Equipment not be shared.
TA-006	Team Athletes	Nothing to be shared - on water/off water snacks/food/drink must be provided by the individual.
TA-007	Team Athletes	All team training will be virtual until further notice.
TA-008	Team Athletes	All team athletes are required to wash hands and/or use sanitizer.
TA-009	Team Athletes	To maintain the social distancing no double-handed boats unless sailors are from the same household.

TA-010	Team Athletes	Follow the provincial guidelines regarding the number of people, the size of space and if it is indoor/outdoor: such as, no more than 10 people may gather in a common area depending on the size of space. The six-foot rule applies.
TA-011	Team Athletes	When necessary, PPE should be worn according to the Provincial Government Regulations.
TA-012	Team Athletes	To comply with social distance and to avoid congregating, training sessions will be debriefed via Zoom meetings, telephone or other electronic means.
CANSail PROGRAMS		
CS-001	Can Sail Program	Recommended: Staff and volunteers, coaches and learning facilitators should use the self-screening tool before coming into work. https://sharedhealthmb.ca/covid19/screening-tool/ Anyone ill with COVID19 symptoms will not be allowed entry.
CS-002	Can Sail Program	Maintain social distancing (2 metres/6ft).
CS-003	Can Sail Program	Maintain good handwashing and respiratory hygiene
CS-004	Can Sail Program	When necessary, PPE should be worn according to the Provincial Government Regulations.
CS-005	Can Sail Program	Follow the provincial guidelines regarding the number of people, the size of space and if it is indoor/outdoor: such as, no more than 10 people may gather in a common area depending on the size of space. The six-foot rule applies.
CS-006	Can Sail Program	If possible, each participant to bring their own PFD. If it isn't possible, equipment will be assigned to each participant at the beginning of each school week and will not be shared for the duration of the course.
CS-007	Can Sail Program	All Can Sail programs will not exceed the number of participants according to Provincial Government guidelines. <ul style="list-style-type: none"> ✓ Start first 2 weeks of July with ratio of 1:4 (2 coaches & 8 students = gathering of 10) ✓ Ratio supports social distancing and proper sanitization of equipment before and after use; ✓ Physical distancing can be implemented by: adding plastic fold out tables and plastic chairs that can be spread out and disinfected before and after use ✓ Weather permitting, dry land training can happen without tables and chairs on the beach with physical distancing

CS-008	CanSail Program	<p>All CanSail participants will maintain social distancing. Parents of children ages 10 and under are required to remain on site to insure child understands social distancing.</p> <p>Parents to sign an acknowledgement that if social distancing cannot be adhered to the participant will be asked to leave.</p> <p>If weather turns inclement, parents should be called to come and pick up their children when social distancing indoors will be difficult – indoor class could be done for a small group but not for a group of 5 or more students plus instructors within restricted space.</p>
CS-009	Can Sail Program	<p>Nothing to be shared - on water/off water snacks/food/drink must be provided by the individual.</p> <p>Meals:</p> <ul style="list-style-type: none"> ✓ if parents are on site, eat in a separate location with parents (in car, off site or outside physically distanced with respecting of handwashing and taking care of own garbage) ✓ eat outside as weather permits ✓ eating in clubhouse would only be done if very hot and if physical distancing and sanitization is possible ✓ Consideration for garbage – take care of own garbage, put in a plastic bag and take home
CS-010	CanSail Program	Coaches and Coach Assistants are to sanitize equipment commonly used pre and post class.
CS-011	CanSail Program	To maintain the social distancing no double-handed boats unless sailors are from the same household.
CS-012	CanSail Program	Nothing can be shared. Rigging equipment and boats will be assigned to students at beginning of week with no sharing - one student at a time in the shed to retrieve rigging/boat equipment
CS-013	CanSail Program	Follow the provincial guidelines regarding the number of people, the size of space and if it is indoor/outdoor: such as, no more than 10 people may gather in a common area depending on the size of space. The six-foot rule applies.
CS-014		Coaches/Instructors to ensure that there are proper hand sanitizing stations. If not, stations are to be set up.
CS-015	CanSail Program	Practice handwashing and standard hygiene practices.

MOBILE SAILING SCHOOL

MS-001	Mobile School	Staff and volunteers, coaches and learning facilitators must use the self-screening tool before coming into work. https://sharedhealthmb.ca/covid19/screening-tool/ Anyone ill with COVID19 symptoms will not be allowed entry.
MS-002	Mobile School	Maintain social distancing (2 metres/6ft).
MS-003		Maintain good handwashing and respiratory hygiene
MS-004	Mobile School	All participants will require to sanitize and maintain their own equipment before and after each use. Equipment will not be shared.
MS-005	Mobile School	Nothing to be shared - on water/off water snacks/food/drink must be provided by the individual. Meals: ✓ if parents are on site, eat in a separate location with parents (in car, off site or outside physically distanced with respecting of handwashing and taking care of own garbage) ✓ eat outside as weather permits ✓ eating in clubhouse would only be done if very hot and if physical distancing and sanitization is possible ✓ Consideration for garbage – take care of own garbage, put in a plastic bag and take home?
MS-006	Mobile School	If possible, each participant to bring their own PFD. If it isn't possible, equipment will be assigned to each participant at the beginning of each school week and will not be shared for the duration of the course.
MS-007	Mobile School	Follow the provincial guidelines regarding the number of people, the size of space and if it is indoor/outdoor: such as, no more than 10 people may gather in a common area depending on the size of space. The six-foot rule applies.
MS-008	Mobile School	When necessary, PPE should be worn according to the Provincial Government Regulations.
MS-009	Mobile School	Coaches/Instructors to ensure that there is proper hand sanitizing stations. If not, stations are to be set up.
MS-010	Mobile School	To maintain the social distancing no double-handed boats unless sailors are from the same household.
MS-011	Mobile School	Do not congregate any where. (Maintain social distancing protocol)

COACHING STAFF AND LEARNING FACILITATORS

CSLF-001	Coaching Staff	Know and understand the sign and symptom of COVID19; understand and know the hygiene, sanitation, social distancing, maximum number of members, sanitization routines, and the impact of preventing the spread of communicable diseases.
CSLF-002	Coaching Staff	Establish a communication plan to keep one another informed and updated on issues affecting the workplace.

CSLF-003	Coaching Staff	Understand the policies for handling situations when members or employees/staff do not follow the club's rules/guidelines for COVID-19 safety. Consider not allowing access to those who do not follow the rules.
CSLF-004	Coaching Staff	Responding to an incident on or off the water (sailor in the water/other injury) may cause the responsible person to come in physical contact with the sailor. As such leaders should always have gloves, masks and hand sanitizer available to protect themselves, and sailors, should contact become necessary. Sailors, coaches/leaders should be prudent, and avoid any unnecessary risks.
CSLF-005	Coaching Staff	Sanitation practices should follow the Canadian Government guidelines for cleaning hard surfaces - https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19.html
CSLF-006	Coaching Staff	Nothing can be shared. Always maintain 6 feet apart.
CSLF-007	Coaching Staff	Sanitize all equipment thoroughly.
CSLF-008	Coaching Staff	Staff may travel with other staff members only - only if, consent is given by each staff person.
CSLF-009	Coaching Staff	PPE is required according to the Provincial Government Regulations. PPE must be discarded or thoroughly sanitized, after each class.
CSLF-010	Coaching Staff	Avoid physical contact.
CSLF-011	Coaching Staff	Do not congregate.
CSLF-012	Coaching Staff	Coaches/Instructors to ensure that there are proper hand sanitizing stations. If not, stations are to be set up.
CSLF-013	Coaching Staff	Practice handwashing and standard hygiene practices.
REGATTA OR SAILING EVENTS		
RE-001	Regatta or Sailing Events	Place appropriate signage: ✓ Maintain social distancing (2 metres/6ft) ✓ Maintain good handwashing and respiratory hygiene
RE-002		Notice of Race is to include COVID19 details such as but not limited to – COVID19 self-screening, social distancing, good handwashing etc.
RE-003	Regatta or Sailing Events	Recommended: Staff and volunteers, coaches and learning facilitators should use the self-screening tool before coming into work. https://sharedhealthmb.ca/covid19/screening-tool/ Anyone ill with COVID19 symptoms will not be allowed entry.

RE-004	Regatta or Sailing Events	If feasible: designated contact person to ensure Safety measures are being followed with the agreement that those that cannot comply will be asked to leave.
RE-005	Regatta or Sailing Events	Educate staff/volunteer on hygiene, sanitation, physical distancing, maximum number of members, and the impact of preventing the spread of communicable diseases.
RE-006	Regatta or Sailing Events	Make hand sanitizer available at all common areas.
RE-007	Regatta or Sailing Events	Event registration is to be completed prior to event and payment options to be touchless. Eliminate any walk-ups or cash payments.
RE-008	Regatta or Sailing Events	All participants will be required to sanitize and maintain their own equipment before and after each use. Equipment will not be shared.
RE-009	Regatta or Sailing Events	On Water/Off Water snacks/food/water must be provided by the individual.
RE-010	Regatta or Sailing Events	Members of the sailing crew are to include those of the same household or members that can maintain social distancing.
RE-011	Regatta or Sailing Events	Safety Boat and Committee Boat should be sanitized after every use;
RE-012	Regatta or Sailing Events	Keep group numbers within the guidelines set by the Province of Manitoba.
RE-013	Regatta or Sailing Events	Follow the provincial guidelines regarding the number of people, the size of space and if it is indoor/outdoor: such as, no more than 10 people may gather in a common area depending on the size of space. The six-foot rule applies.
RE-014	Regatta or Sailing Events	All out of province event attendees are required to isolate for 14-days prior to event.
KEELBOAT EVENTS		
KE-001	Keelboat Events	Place appropriate signage: <ul style="list-style-type: none"> ✓ Maintain social distancing (2 metres/6ft) ✓ Maintain good handwashing and respiratory hygiene
KE-002	Keelboat Events	Notice of Race is to include COVID19 details such as but not limited to COVID19 self-screening, social distancing, good handwashing etc.
KE-003	Keelboat Events	Volunteers and competitors shall not participate if they are ill. If in doubt use the Pre-screening tool to determine the eligibility to participate. https://sharedhealthmb.ca/covid19/screening-tool/ Anyone ill with COVID19 symptoms will not be allowed entry.
KE-004	Keelboat Events	Make hand sanitizer available at all common areas.

KE-005	Keelboat Events	Racing less than three and one half (3.5) hours permitted. Social distancing should be maintained where possible. Masks are recommended.
KE-006	Keelboat Events	Racing less than three and one half (3.5) hours permitted. Social distancing should be maintained where possible. Masks are recommended.
KE-007	Keelboat Events	Long Distance Races less than three and one half (3.5) hours permitted. Social distancing should be maintained where possible. Masks are recommended.

Sail Manitoba Best Practices: July 15, 2020 Updated;
Sail Manitoba Best Practices: July 15, 2020 Additions, Keelboat Events, Sport Manitoba APPROVED;
Sail Manitoba Best Practices: July 14, 2020 Additions, Keelboat Events, Submitted for approval.
Sail Manitoba Best Practices May 26, 2020 APPROVED;
Sail Manitoba Best Practices are subject to change due to the Provincial Regulations in the Province of Manitoba. May 20, 2020