



OTTAWA NEW EDINBURGH CLUB COVID-19 POLICY

Context and Summary

The Ottawa New Edinburgh Club (ONEC) is committed to the health and safety of its employees, volunteers, members, and day campers and guardians.

The dangers posed by the COVID-19 virus, notably its high contagiousness and the risk the virus poses for serious complications, especially for individuals with vulnerable immune systems, have led to the current States of Emergency in Ottawa and Ontario, and require the club to adapt its activities and procedures to mitigate these risks as it is permitted by authorities to reopen.

The Board of Directors of ONEC have considered the legal requirements, regulations enacted by all levels of government, the guidance offered by public health authorities of all levels, the governing bodies of its sports (Tennis, Rowing, and Sailing) and other sources (*e.g.* insurers) in order to ensure the safe operation of the Club in light of COVID-19.

ONEC will take the following efforts to provide a safe, healthy environment:

- enact policies and procedures that respect the guidelines and legal requirements imposed by government regarding:
 - Physical distancing, sanitation and sanitizing, and
 - contact tracing and control;
- provide education and regular training to employees, volunteers and members to ensure daily activities are performed safely;
- provide information to volunteers and members to ensure them to make informed decisions regarding their participation in Club activities;
- have procedures in place to measure and manage compliance with policies; and
- given the constantly-evolving context, closely monitor COVID-19-related developments coming from all levels of government, monitor the performance of this Policy and make adjustments to policies and procedures.

The Board will work in partnership with members, employees, volunteers, day campers, and any outside contractors to ensure that health and safety is a first consideration in any task, decision making and overall operations, and that procedures are in place to ensure an acceptably safe environment. Neglect of health and safety responsibilities will not be tolerated, nor shall it be sacrificed for expediency. The

Board, in consultation with employees and volunteers, will ensure that procedures are in place to ensure an acceptably safe environment.

This Policy, and associated procedures will be shared with the relevant individuals at the club in a variety of methods and will be reviewed regularly and updated as necessary to ensure current best practices are in place at ONEC.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, for every individual involved.

Policy

1. Effective Date

This Policy takes effect May 22, 2020.

2. Roles and Responsibilities

The Board of Directors

2.1 The Board of Directors will demonstrate leadership and commitment by holding the relevant individuals at all levels accountable for the implementation of this Policy, by:

- ensuring that the health and safety of employees is protected in every activity performed for ONEC;
- helping every person granted access to ONEC to manage the risk posed by COVID-19;
- approving and distributing this Policy and its supporting directives; and
- ensuring the effectiveness and administration of this Policy by making a Board Member or club Manager responsible for its implementation (the COVID-19 Coordinator).

The COVID-19 Coordinator

2.2. The COVID-19 Coordinator is accountable to the Board of Directors and is responsible for:

- guiding the development, implementation and monitoring of this Policy, its directives and standards;
- ensuring compliance with this Policy, in accordance with relevant legislation, policies, and directives;
- providing the Board of Directors with advice and support on matters regarding the management of this Policy and enabling the Board of Directors to fulfill their responsibilities in this regard;

- providing all employees with advice, guidance and assistance with respect to compliance with Policy and its supporting instruments;
- maintaining copies of any records required by this Policy and its supporting instruments;
- determining funding and resource requirements for the implementation of this Policy and its supporting instruments;
- providing advice and guidance to Managers on this Policy; and
- reporting to the Board of Directors on activities associated with this Policy and its supporting instruments.

The Sport Directors

2.3. The Sport Directors (Tennis, Rowing/Paddling and Sailing) are accountable to the Board of Directors and are responsible for:

- guiding the development, implementation and monitoring of this Policy, its directives and standards;
- guiding the development, implementation and monitoring of sport-specific policies in support of this Policy; and
- providing the Board of Directors and the Club Manager with advice and support on matters regarding the management of this Policy and enabling the Board of Directors to fulfill their responsibilities in this regard.

Club Manager

2.4. The Club Manager is responsible and accountable for:

- being aware of and implementing the Occupational Health and Safety requirements under this Policy and its supporting instruments;
- making electronic or hard copies of this Policy and its supporting instruments readily available to employees;
- integrating this Policy into all operations, contracts and work activities;
- ensuring that employees who have managerial and supervisory responsibilities are aware of and are trained on their responsibilities under this Policy and its supporting instruments;
- ensuring that employees are aware of and are trained on their responsibilities under this Policy and its supporting instruments;
- assigning and allocating the necessary resources to implement this Policy;
- providing advice on, information about and active support for this Policy, including any proposed changes to procedures, equipment or the workplace;

- identifying, inspecting, reporting and correcting unsafe or unhealthy conditions relating to the work environment, materials and activities;
- ensuring that prescribed surveys, tests and inspections are conducted by qualified persons;
- developing and reviewing, in consultation with employees, appropriate plans or procedures for specific duties, functions and situations;
- working with the employees to achieve the objectives of this directive and its supporting instruments;
- escalating all issues that cannot be resolved at this level to the next level of management;
- ensuring that all hazardous occurrences are properly investigated, reported and recorded and that corrective action is taken in a timely manner;
- consulting and co-operating with specialists in order to achieve the objectives of this Policy and its supporting instruments;
- complying with every oral or written direction given to the employer by an appeals officer or a health and safety officer responsible for the health and safety of employees;
- employees with supervisory responsibilities are also responsible for carrying out such part of the duties listed in this section, as is appropriate for their job functions.

Employees

2.5. While on duty, employees are responsible for:

- adhering to this Policy and its supporting instruments;
- taking all reasonable and necessary precautions to ensure their health and safety, and that of other employees and any person likely to be affected by the employees' acts or omissions;
- immediately reporting to their manager/supervisor:
 - all hazards and unsafe work conditions;
 - any action taken by the employer, another employee, a volunteer, a member or any other person that the employee believes to be in contravention of this Policy and its supporting instruments;
- consulting and cooperating with any person carrying out their duties in order to achieve the objectives of this Policy and its supporting instruments; and
- participating in all training in support of this Policy, as identified by the employer.

3. Compliance and Reporting

3.1. Compliance with this Policy and its supporting instruments is mandatory.

3.2. Reporting is also a mandatory requirement and the procedures should be followed as outlined in the supporting instruments.

3.3. The Club Manager will maintain a log of COVID-19 related incidents (*e.g.* confirmed cases, members taking ill on premises and/or first aid being given at ONEC). Individual incidents will be recorded on an ONEC Incident Report form.

3.4. Failure of an employee, at any level, to comply with this Policy and its supporting instruments may be considered as misconduct and therefore be subject to consequences as per the applicable ONEC Human Resources policies.

4. Specific Requirements

4.1. The Club Manager and/or Sport Directors:

- must ensure that all members, employees, volunteers, day campers and/or their guardians and guests sign the ONEC COVID-19 Membership/Participant Agreement and Waiver before they participate in any Club activity;
- only offer activities that respect and are consistent with the Policy at all times, both with respect to sports activities and social activities;
- adjust the safety-factors (*i.e.* weather, wind, wave state) for their activities to allow an additional margin of safety in activities to further reduce the chance of violating physical distancing requirements;
- ensure that employees are given access to and adequate training on any COVID-19-specific equipment (*e.g.* sanitizers, personal protective equipment (PPE), One-way barrier or Bag Valve Mask for CPR) to carry out their duties safely;
- have contingency plans for dealing with incidents, such as:
 - dealing with a confirmed case of COVID-19 affecting a member, employee, volunteer or day camper:
 - ONEC will share the information with public health authorities;
 - ONEC will share non-identifying information with members;
 - ONEC will undertake supplemental cleaning as set out in the ONEC COVID-19 Sanitation Procedure;
 - ONEC will evaluate physical distancing measures; and

- ONEC will temporarily shut down the Club, as required by public health authorities.
- dealing with first aid emergencies, especially with respect to COVID-19 like symptoms:
 - ONEC will deal with the injury or incident as set out in the ONEC Safety Plan, with consideration to additional PPE as appropriate;
 - ONEC will ensure that it has emergency contact information of members and day campers;
 - ONEC will designate a waiting area for the affected individual and will provide PPE; and
 - ONEC will share information with the individual regarding how to contact public health authorities.
- dealing with a renewed lockdown/State of Emergency:
 - ONEC will plan to monitor Club property and assets,
 - ONEC will make plans for closing the Club during a lockdown, in consultation with public health authorities.

4.2. All persons working at or attending the Club must:

- sign the ONEC COVID-19 Agreement and Release of Liability/Assumption of Risk before they participate in any Club activity;
- answer screening questions as required on registration and on attendance at Club activities;
- practice physical (social) distancing of 2 metres or six feet from other people. Household contacts (people you live with) do not need to distance from each other;
- follow the ONEC Sanitation Procedures established pursuant to this Policy with regards to hand washing, hygiene and surface/equipment cleaning;
- follow any guidance posted with respect to the capacities of any area of the Club and off-limits areas;
- follow the guidance contained in the sport-specific policy for the activity they are undertaking;
- follow updated procedures for equipment and court reservations and check-in; and
- notify ONEC immediately in the event that they (i) are experiencing any symptoms of COVID-19, such as a fever, cough, difficulty breathing, or other symptoms identified by health experts; (ii) have been in contact with someone who has tested positive for COVID-19 within the last 14

days; (iii) have travelled outside of Canada within the last 14 days, or (iv) have themselves tested positive for COVID-19; and refrain from visiting the ONEC premises for 14 days from the date of such notification.

4.3. Individuals over the age of 65 and/or those with pre-existing medical conditions are strongly advised to evaluate their levels or risk and exposure before undertaking any activity at the Club.

5. Supporting Instruments

- ONEC COVID-19 Agreement and Release of Liability/Assumption of Risk
- ONEC Sanitation Procedure
- ONEC COVID-19 Signage
- ONEC Tennis COVID-19 Policy
- ONEC Rowing/Paddling COVID-19 Policy
- ONEC Sailing COVID-19 Policy

Reviewed and Approved by
The ONEC Board of Directors
May 22, 2020