To: Staff, Members, Guests, Contractors / Service Providers

From: KYC Board of Directors Executive Committee

Date: Effective Date: 12 June 2020

Subject: *Kingston Yacht Club COVID-19 Pandemic Reopening Plan and Facility Use Protocol*

Requirements

All Staff, members, guests, contractors/services providers who comes to KYC must first read and understand this document and be ready and equipped to fully abide by its provisions.

The Club may post specific directives on notice boards, online, and on the grounds. Please look out for, read, and respect these directives.

Purpose

The purpose of this document is to outline the KYC COVID-19 pandemic reopening plan and specific health and safety protocol that staff, service providers/contractors, members and eventually, the general public will be required to follow when using all KYC facilities including Jemmett's Landing on Wolfe Island. Effective immediately, this protocol will remain in place coincident with the COVID-19 situation.

The health and safety of KYC staff, contractors, service providers, members and guests are our most important concern amid the global COVID-19 pandemic. During this time, all parties must place an increased focus on health and safety in order to ensure that KYC can remain open. All measures taken to prevent the spread of COVID-19 should be done in compliance with requirements under the Occupational Health and Safety Act and associated regulations and public health directives issued by the Chief Medical Officer of Health and best practices for operating marinas in a COVID-19 environment.

Authority

Not all areas of the Club are expected to be opened initially. The Club will follow a progressive phased reopening schedule commensurate with guidance and direction from federal, provincial and municipal governments. Each reopening phase will follow a deliberate, risk-management informed, decision process. The KYC Board of Directors is the approval authority for this document, with the Commodore

designated as the KYC primary point of contact for changes to this plan and its procedures.

The KYC Board of Directors retains the authority for decisions on reopening at each phase of the Club's operations as laid out in this plan. The decision to reopen parts of the Club facilities and/or programs will be contingent on assurance that the required mitigation measures have been put in place to protect staff, members and as applicable, the general public. The Board will be informed by the associated federal, provincial and municipal guidance and direction and timelines, but reserves the right to choose timelines that ensure that the appropriate mitigations are in place to protect people before authorizing any reopening.

General Conditions

All KYC facilities and property will remain open only to members and their guests and closed to the general public until such time as provincial and municipal guidance and direction is provided that allows for the general public to access KYC facilities and services. Once this is known, procedures and protocols to ensure the safety of staff, members and the general public will be added to this plan.

Anticipated Phases of KYC Re-Opening

In line with the Government of Ontario three stage framework for reopening the Province, it is anticipated that KYC will be permitted to open in phases that are aligned to the Province's plan. The phased reopening will also need to be coordinated with the City of Kingston and KFL&A Public Health.

Based on the projected provincial framework and the known characteristics of COVID-19 transmission, the anticipated phases of opening KYC, are as outlined below. Some elements may be authorized concurrently, some may not be authorized until much later and all will be subject to specific COVID-19 safety protocols:

Phase 1 - Completed

- KYC staff and contracted resources begin to prepare the yard, harbour and facilities in advance of member access.
- Members and their guests only are permitted controlled access to the yard to prepare their boats for launching.
- Launching of boats into the harbour is permitted by members only and service providers.
- Dock access and limited on-water activities are also permitted by members only.
- Bar and Restaurant takeout menu (including alcohol) is made available.

Phase 2:

- Gatherings of up to 10 people permitted. ***Completed.***
- KYC patio occupancy with food and beverage service permitted. ***Completed.***
- Access to beach and swimming areas permitted. ***Completed***
- Access to the KYC Clubhouse washrooms only by members and their guests. ***Completed***

Phase 3:

- Access to the KYC Clubhouse by members and their guests. ***TBD***

Safe Conduct

Members and their guests are not obliged to come to KYC if they do not feel safe for any reason, be it because they are in a high-risk category for COVID-19 themselves, or they are concerned for other family members that they have close contact with, or do not wish to take the risk. While KYC will take all reasonable precautions to protect staff, service providers and members, your presence in the KYC yard, harbour, Jemmett's Landing and facilities is entirely at your own risk.

Do not, under any circumstances, come to a KYC site if you have any symptoms of COVID-19 or if you are living with a person who has such symptoms. If you are under a government mandated self-isolation period, you are required to complete it before coming to the Club. If you have a condition whereby you are immune-suppressed or have a chronic illness, you should consult your physician or public health resources to help you decide if you should come to the Club.

The requirements in this document are minimum requirements and everyone coming to KYC must act responsibly and in accordance with them. All who visit KYC must recognize that, individually and collectively, we are doing our best to ensure safety. Officers, Staff, volunteers, members, guests of the Club cannot be held liable should anyone fall sick of COVID-19 or a related illness, after coming to the Club.

Should a member observe that another person at KYC is not respecting a requirement of this guideline, it is acceptable to politely and respectfully ask that person to conform to our requirements. Should the issue not be resolved we ask the member to communicate to Staff or a member of the Board of Directors who have full authority to enforce this directive.

Members and guests are responsible for keeping themselves informed of COVID-19 procedures when they are published and for conforming to them when coming to KYC.

Physical Distancing

All government mandated physical distancing and sanitation measures must be fully complied with when you are at the Club. All who come to KYC must abide by the 2 metre physical separation requirements, unless they are from the same household. Group gatherings of more than 10 persons are strictly prohibited. If the applicable government authorities tighten or relax these measures, then the new measures automatically apply to KYC.

Hand Washing

Wash hands frequently and thoroughly with soap and water (20 seconds) before coming to the KYC. Once the washrooms are commissioned, Club staff will ensure that hand-washing facilities (running water, soap, paper towel) are maintained in the washrooms. Washrooms will be cleaned regularly by trained staff.

Hand Sanitizer

Contractors/service providers and members are requested to bring their own hand sanitizer as the Club does not have the resources to cover off individual needs.

Face Masks

In keeping with the latest best practices, when a person is about to be 2 meters or less from another person a mask or face covering must be worn over the nose and mouth. Masks must be fitted properly and care must be taken when removing masks and other Personal Protective Equipment (PPE):

- Masks help to protect your fellow Club members and staff, should you unknowingly be a carrier of the virus. The more users that wear a mask, the less the likelihood of transmission of any infection to other users. It is recommended that users also wear eye protection and gloves where feasible.
- If you are in areas where boats are close together, wearing a mask is mandatory given the proximity of the boats and the number of people usually working on your boat or adjacent boats. In these areas, proximity, even accidental, is difficult to avoid.
- If you are in an obstacle-free space that allows you to easily see and avoid someone approaching, wearing a mask is not mandatory, but is recommended.

Personal Hygiene

It is recommended that you avoid touching your face as much as possible. Cover your mouth and nose when coughing or sneezing and wash hands thoroughly immediately afterwards. Dispose of all tissue paper or paper towels immediately in the closest waste receptacle. Do not share any personal items with anyone you do not already share a household with.

KYC Clubhouse

The Clubhouse facilities will remain closed until guidance from the provincial and municipal government allows reopening our interior facilities. Limited staff and volunteer use is permitted for purposes of providing food and beverage takeout service and operational management activity deemed essential.

The Board of Directors and General Manager will monitor the situation and are preparing plans and procedures for staff and members to follow, as well as ensuring the facilities are configured to support the necessary COVID-19 physical distancing and sanitization protocols. When guidance and direction from public health authorities is received that allows KYC to reopen Clubhouse facilities, the details on procedures and protocols will be added to this plan.

Clubhouse Washrooms

Once Clubhouse access is permitted, the washrooms will be made available. Users of both the men's and woman's washrooms are asked to sanitize their hands prior to entering the washroom facilities and before leaving, in particular before and after touching the doors.

The 2-meter space distancing rule is to remain in effect inside the washrooms. No more than 1 user is allowed in each washroom at anytime, please exit the respective washroom if you notice that you cause the maximum capacity to exceed 1 user. Please do not place personal belongings on the counter areas. In the event that washroom user notices a depleted supply item, we ask that they please inform the Club admin or any on-site staff for supply replenishment.

Saint's Rest

Saint's Rest will remain closed to public until guidance and direction from provincial and municipal authorities is provided that allows for reopening these facilities and potentially running sail training. Limited staff and volunteer use is permitted for purposes of providing operational management activity deemed essential.

Saint's Rest Washrooms

Access is permitted members and guests only. Users of both the men's and woman's washrooms are asked to sanitize their hands prior to entering the washroom facilities and before leaving, in particular before and after touching the doors. The 2-meter space distancing rule is to remain in effect inside the washrooms. No more than 1 user is allowed in each washroom at any time, please exit the respective washroom if you notice that you cause the maximum capacity to exceed 1 user.

Bar and Restaurant Services

The KYC bar and restaurant will remain closed until guidance and direction from provincial and municipal authorities is provided that allows for reopening of these services. Once this is known, procedures and protocols to ensure the safety of staff and members in support of these activities will be finalized and added to this plan. Takeout and patio service is permitted. Staff, members and users must wear the proper PPE where applicable, and abide by the 2 metre physical separation requirements, unless they are from the same household. Group gatherings of more than 10 persons are strictly prohibited.

Beach and L-Dock Swimming

Members and their guests are permitted access to the beach and L-dock swimming areas. All users must abide by the 2 metre physical separation requirements, unless they are from the same household. Group gatherings of more than 10 persons are strictly prohibited.

Yard Access

Access control to the yard will be done through the main entrance only (Hinchey's Bench) where members will be required to sign in/out confirming that members have read the KYC COVID-19 Protocol before entering the yard.

Jemmett's Landing

There will be no toilet facilities until further notice. Boaters visiting the property should use their onboard heads. Other visitors should limit their stay accordingly.

Use of picnic benches, fire pit, outdoor furniture, swim ladder, etc. will be in accord with the current rules for public parks in the City of Kingston. It is recommended that you sanitize them before using them. Users are responsible for providing suitable cleaners.

A distance of 2m will be maintained between all people not part of the same family / boat crew. You will be following the intent of this protocol if nobody has to ask you to move in order for them to get to / from their boat without coming within 2m.

People who are already on the dock, proceeding towards the shore, have the right of way. Wait on shore, well above the top of the path to allow them to pass more than 2m away from you. If there are people already waiting on shore, please allow them to return to their boats before stepping ashore from your own boat. Be nice, take turns…

When on your boat, please sit or stand at least 1 m away from the dock, ideally on the far side of the cabin or cockpit unless you have very wide side decks. This will ensure you are 2m away from the centre of the dock.

The dock is intended primarily for securing of boats and transit to and from the shore. No furniture is

permitted on the dock, and those on the dock should be in transit between their boats and the shore, or on their way to dive/jump off the end of the dock. On the dock, walk in single file in the middle of the dock until you reach your boat. (These rules may be relaxed when there are fewer boats present, provided there is always room for other people to travel to and from their boats without passing within 2m. Note, for example, that the dock is 3m wide enabling people to pass in single file down both sides if there are no people on the dock side of the adjacent boats.)

Establish before landing whether and how those on shore will assist you. Lines must be thrown at least 2m to shore crew. Crew on the boat will not go ashore until shore crew have secured the lines and cleared to 2m away. All crew should wash/sanitize their hands after docking.

When docking with a dinghy use the shore end of the dock and stay 2m from other boats.

Use as normal — wash/sanitize hands after mooring.

The same 2m distance rules apply in the water. You may dive/jump from the end of the dock.

Waste Disposal and Recycling Containers

Once member access to the yard has been authorized, members are asked to manage their own waste. Members must bring their own garbage bags and recycling containers and take their waste and recycling with them when they leave the yard. On-site member disposal will not be available. This measure is to protect the Club staff who are handling the Club waste and recycling containers on a regular basis. PPE is to be used by Club staff when handing all waste and recycling containers.

Fuel Dock

Patrons aboard boats are to make available the minimum 2m social distance. Clean credit cards only, if no chit available. KYC Staff will wipe any boat part to be touched by staff prior to and after use.

Dock Access

If access to the KYC docks is restricted, boats can be tied to the docks at their assigned mooring position after launch using owner-supplied lines but members/owners must leave the docks once their boat has been secured.

Dock Protocol

Transiting - when walking to and from their vessels, individuals and groups (households only) must maintain a 2 metre separation when moving along the docks. Users are not to stop and loiter on any of the docks and are to proceed directly to, or from, their vessel.

Crossing Situations - if individuals or groups (households only) meet on the docks going in opposite directions, one individual or group must stop to let the other past, ensuring as wide a margin as

possible in order to maintain a 2 metre separation on the docks.

Vehicle Access

With the exception of Club staff, contractors/service providers and members going directly to launch their boats or to place their boat in its assigned space, vehicles will be restricted from the yard during the preparation and launch phases.

Stepping Masts and Dinghy Lifting

In some instances, keeping a 2 metre distance for service providers and members may be impossible, such as for stepping masts and lifting dinghies onto dollies. In these cases, all users must wear face masks. If practical and safe, gloves and eye protection should also be used, but hands should be washed afterwards, whether gloves are used or not. Avoid touching your face during or immediately after taking part in these activities until you have had a chance to thoroughly wash your hands.

Boat Launching

Masks will be required to be worn by all users when launching boats, unless it is being done by members of the same household. Physical distancing measures are to be followed. If access to the docks and on-water activities are restricted, contractors/service providers and members are to only bring their boat to their designed wet mooring, secure the boat to the docks and immediately leave the docks area once done, following the appropriate dock safety protocols.

Tools and Safety Equipment

Tools should not be shared between yard users. If there is a critical situation that does require sharing of tools or safety equipment, they are to be disinfected prior to and after being used. Contractors/service providers and members are required to bring their own tools, safety equipment, extension cords, hoses and garbage bags.

Volunteer Work Parties

Volunteer work parties are groups of members of any size who are brought together to perform a function or task on behalf of KYC. All KYC volunteer work parties must follow the same health and safety procedures as for all other users. The assembling of any volunteer work parties to perform tasks in the clubhouse, yard or harbour must be pre-approved by the Commodore/General Manager

Dry Sailing, Paddle Boarding and Kayaking

Members are to ensure that they maintain safe distance when preparing paddle boards, kayaks and boats for launch. When preparing or de-rigging, if another member wishes to prepare their adjacent paddle board, kayak or boat, please accommodate to give them safe access. When returning from the water, if a Member is preparing/de-rigging in an adjacent spot, de-rig your boat in a safe distance and

coordinate with the other Member to return your boat to its designated spot. All common equipment and surfaces used must be sanitized.

Dinghy Docks

The following protocols must be followed by Dry Sail area users:

- When using the dinghy docks and ramp area, users are to maintain a 2 metre separation between themselves, unless they are a household group.
- Boats are to be temporarily secured to the dinghy docks with enough separation to ensure that users getting in or out of individual boats can safely maintain a 2 metre separation.
- When dollies or trailers are used to launch boats they must be removed from the ramp area immediately by the boat owner and returned to their slip so no other owner will need to move the dolly in order to access the ramp or docks. Use of common dollies to launch boats is strongly discouraged at this time.
- All common equipment and surfaces used must be sanitized.

Crane

Should the crane be required to assist in launching or recovering boats, users much ensure that the equipment parts that are handled to operate the winch are properly wiped down and cleaned before and after each use.

Preparing Vessels to go Underway

Members are to ensure that they maintain safe distance when preparing their boat to be underway. When untying lines, ensure other users are beyond 2 metres beforehand. If adjacent boats are casting off, coordinate between boats to keep the necessary physical separation. Try to avoid handling dock lines for boats other than your own, unless there is an urgent requirement, such as to assist a difficult docking situation for another member's boat.

Aboard Vessel

Only persons from the same household are permitted on one boat, whether at the dock or on the water. Exception: If a boat can accommodate 2 metres of physical distance between all aboard while underway, crew members who are not from the same household may choose to sail together under these circumstances and should avoid all unnecessary contact. When persons from different households are aboard together, which may not always be conducive to physical distancing, they should wear masks. All common equipment and surfaces used must be sanitized.

Vessels on the Water

Boats may pass on the water, in the same manner as people passing in a park. If racing or other

activities on the water occur that are organized by KYC, boats that meet on the water shall remain apart by at least 4 metres between their hulls, whether moving or moored. The navigation and racing rules for Club members and Club activities are hereby extended to include this keep-away distance.

In the event of an emergency out on the water, and safe distancing is not possible, masks and gloves should be worn by all and all common equipment and surfaces used must be sanitized.

Sail Training

Sail training will depend on provincial and municipal restrictions on summer camps and similar gatherings and under what conditions organizations will be able to conduct summer camp-like activities. Once this is known, procedures and protocols to support these activities will be finalized and added to this plan.

Able Sail

Individual or household groups may be able to access the Able Sail docks and equipment. KYC will be offering Able Sail courses during the 2020 season only if adequate physical distancing can be maintained at all times. All common equipment that is used must be sanitized before and after use.