



Enclosure 1
To Footscray Canoe Club
COVID-19 Safety Management Plan

FCC COVID-19 RELATED BY-LAWS

1. These Footscray Canoe Club (FCC) COVID-19 Related By-Laws are a special set of By-Laws enabling the FCC COVID-19 Safety Management Plan. They are applicable to all FCC members and invited visitors/contractors.

COVID-19 Related By-Laws

2. **Club Access:** Do not enter the Club if;
 - a. Infected with the COVID-19 virus,
 - b. unwell, with a temperature, or have flu like symptoms,
 - c. returned from overseas within the last 14 days,
 - d. been in contact with someone who has tested positive for COVID-19.
3. **High Risk People:** People at high risk of COVID-19 should avoid the club or take extra precautions. Additionally, at risk people wishing to train regularly, should contact the FCC Commodore, or other committee members, to see what can be done to minimise their risk, e.g. long-term issue of club PFD, identification of low usage times, etc.
4. **COVIDSafe App:** All members are encouraged to download and activate the COVIDSafe App on their phones.
5. **Registering In/Out:** All members, guests and contractors are to enter all relevant details in the Access register on entry and just prior to departure – including before and after each paddling session on the river. A COVID-19 Safety Officer is to be nominated for each person or training group.
6. **COVID-19 Safety Officer:** A COVID-19 Safety Officer is to be nominated / identified for every member, or group of members, visiting the club. When only one member is visiting, that member is the nominated COVID-19 Safety Officer for that person / session. Nominated COVID-19 Safety Officers are to:
 - a. Enforce social distancing requirements,
 - b. Ensure people are carrying out correct personal hygiene and individual cleaning tasks,
 - c. Replace empty, club provided, cleaning products and sanitisers from club stock holdings, and notify the FCC committee if stocks are low,
 - d. Monitor emergency access to restricted/closed areas and clean all touched surfaces afterwards,
 - e. Remain until all members in their group have departed, or are about to depart,
 - f. Ensure that all common surfaces touched by members of the group / session have been thoroughly washed and sanitised before leaving – including entry doors and touched surfaces in FCC common areas as well as in the canoe club area, and
 - g. Initial against your access register entry to certify that the post cleaning has been done.
7. **Get in, Train, Get Out:** Come prepared to train and keep your time within the club environment to a minimum.
8. **Personal Gear:** Use your own personal gear wherever possible, including a pen to complete the access register, and take your personal training gear home with you.
9. **Limit Surface Contact:** Limit contact with common touch surfaces e.g. door handles, light switches, hand rails, taps etc. Where possible, clean/sanitise all surfaces before and immediately after touching.
10. **Personal Hygiene:** Wash/sanitise hands often, avoid touching face, eyes and mouth, and use a disposable tissue or your elbow, if you need to cough or sneeze.
11. **Social Distancing:**
 - a. maintain a 1.5 metre separation from others at all times,
 - b. do not exceed more than one person per every 4 square metres,
 - c. avoid passing others in narrow walkways and on stairs – one-way traffic at a time,
 - d. Do not exceed the displayed room or area limitations on people present,
 - e. Do not enter areas closed by the FCC unless in an emergency and with your nominated COVID-19 Safety Officer's awareness and permission, and

- f. Do not exceed the current Government limitation on group sizes for any group session in a local area, including on the grassed area and pontoon.

12. Boat Restrictions: All club single kayaks, canoes and SUPs within assessed skill levels may be used. Unless used by members of the same household (or in a relationship), all double and three/four-man, club or personal, canoes and kayaks cannot be used, except for specific canoes, where the cockpit/seating spacing is greater than 2 metres.

13. Use and Cleaning of Club Equipment:

- a. Use your own equipment rather than club equipment wherever possible,
- b. Before using club boats, paddles or the K1 trainer, all hard surface contact points are to be washed or sanitised.
- c. Only club PFDs that have not been used in the last 3 days may be used,
- d. After use, the K1 trainer, club boats, paddles, and PFDs are to be washed, and hard surface contact points sanitised after re-racking,
- e. Washed club PFDs are to be hung on the PFD drying rack in the space for that day of the week.

14. Specialist (Super) Cleaning: The FCC Committee will arrange for the Canoe club storage area to undergo a thorough disinfectant spray of all likely contact surfaces at least fortnightly. A record of this undertaking is to be kept and displayed in a prominent position within the canoe club area.

15. Notification of Infection: Notify the FCC Committee if you contract the COVID-19 virus, or if you have been asked to undergo testing as part of a Government track-down of a current outbreak.

Compliance

16. Frequent and regular checks of compliance with these By-Laws will be undertaken, and members found to be in breach of these By-Laws may be asked to show cause on why they should not be expelled from the FCC.