

Appendix A – KYC Seasonal Activities under Covid-19 conditions

1.0 Present Status – May 4, 2020

KYC is presently closed to both members and the public. There is no approved access to docks, boats, and clubhouse or support facilities except that members may access their boats for 30 minutes in order to check the condition of their tarps and covers.

There are notices posted on the front doors and property access has been taped off. Members are kept up to date on KYC' Covid-19 status and our response on a weekly basis. Whenever possible specific protocols will be developed to determine if and when normal sailing activities can be resumed.

1.1 Governance:

Our Executive, Board of Directors and sub-committees are utilizing digital formats for meetings and communications. We communicate weekly to members using our regular digital newsletter. Members have been made fully aware of the need to follow social distancing and sanitary protocols and current status of the club's closure.

Many committee members have been researching and communicating information and operating protocols from other clubs, our national club associations and sailing organizations to stay current and learn from the operating protocols being developed elsewhere. All of the activities and programs noted herein will remain under constant review as provincial guidelines are modified and an increased level of sailing and club activity can take place in a safe and healthy fashion. We are developing a KYC specific risk assessments, surveillance programs and response plans as we move forward.

- Members and visitors alike will be required to sign in and out when visiting KYC. This is primarily intended to be a valuable tool should the information be required for Covid-19 contact tracing.

1.2 Take-out Food Service:

The KYC kitchen is operating a limited take-out (pick-up only) food and beverage service to continue to employ staff and maintain our contact and relevance to the approximate 350 club members. All appropriate health and safety protocols are being implemented by our qualified chef and food & beverage manager for receiving deliveries, food preparation and waste removal.

- The kitchen and bar has undergone a deep clean.
- Food is delivered by regular suppliers who are governed by food supplier protocols.

- Take-out orders are received over the phone and paid for using our chit system that can also be used for contact tracing if required.
- Orders are prepared for a specific pick-up time and place in sanitized and numbered coolers in our vestibule.
- Patrons enter the vestibule to pick-up their order and then the door handles and coolers are sanitized prior to the next order.
- All food and beverage containers are fully recyclable.
- Garbage and recycling is taken to our bins each evening and contents are removed on a regular basis by our outside contractor using a lift truck.
- The clubhouse lounges and interior dining and catering facilities will remain closed until further notice. Prior to opening again the Club will be thoroughly cleaned and sanitized.

1.3 Seasonal Maintenance and ITS Activities:

Our yard manager is now active with normal spring repair and maintenance activities and our volunteers have been taking advantage of the hiatus in club activity to beef up our IT infrastructure. These important activities are being implemented by a limited number of individuals with strict adherence to distancing and hand washing guidelines. All work is being undertaken by qualified personnel with due regard for social distancing & personal hygiene

- Installation seasonal high water walkways by yard manager & assistant in (preparation for anticipated high water levels),
- Replacement of the main dock access bridge hinge by qualified engineer (life safety issue),
- Adjustment of existing piles and anchors by specialist marine contractor (life safety issue),
- Installation of replacement floating docks by yard manager and assistant (life safety issue).
- Spring maintenance of club boats, motors and equipment by yard manager and assistant (essential work),
- Repair to incoming communications & data line by Cogeco (essential maintenance).
- Bulb replacement on breakwater warning lights and wind indicator mounting pole by yard manager (life safety and essential maintenance issues).

2.0 Sailing Season Activity Schedule – 2020:

Subject to Provincial approval, KYC hopes to launch member boats and resume its weekly race series on or about the beginning of June. This will be completely contingent

on the approval of authorities having jurisdiction (AHJ) including the Province of Ontario, Ministry of Transportation and both the KFL&A Health Unit and the City of Kingston.

Our normal activities and an outline of the modifications we will be following are provided below. These activities will take place without allowing access to the clubhouse until opening of the club is approved by authorities having jurisdiction. The yard washrooms will be opened for use with strict access control and hygiene protocol as will be posted at the access doors.

2.1 Boat Preparation and Maintenance.

The two winter storage areas (yard and breakwater) will be opened as of May 9th for owners to access their individual boats in accordance with the yard plan and club regulations provided separately in the poster like document provided in Appendix B

- Individuals must request and obtain approval for the time they wish to be on site and follow approved allocated time periods and frequency. All individuals must sign in and out and review the health protocol posters and binder provided
- Individuals must use their own sanitized ladders, equipment (including electrical cords and hoses) and tools.
- No vehicles will be allowed in the main yard. Single vehicles may access the breakwater as long as they are parked with at least one normal parking space between.
- Social distancing applies to where individuals work and the location of access ladders.
- Masks and gloves are to be worn at all times in the yard.

.3 Boat launch and mast stepping

These activities are normally completed over 2 days using an experienced volunteer crew of up to 15 people coordinating activities with a contracted crane and operator. These crews will be limited to a maximum of 5 or less people for specific on land and on water activities.

- Crews (all wearing masks and gloves) are to be limited in number to four on land for hoisting and four people on the launch dock. Boat owners will move to their mooring spot with the assistance one crew and two volunteer dock hands there will be one scheduling volunteer and one rigger to communicate with the crane operator. Relief crews will stand by to substitute in as may be necessary
- The normal buffet breakfast for volunteers will be cancelled and participants will be asked to provide their own boxed lunches or order take out from the kitchen.
- Crews will be run through a mock launch and mast step so all individuals understand their roles and responsibilities with an eye to maintaining distancing
- Appropriate safety gear and masks and gloves must be worn.
- All spectators and relief crew must be kept separated from the main activities.

- Owners who require assistance must provide sanitized tools in advance of each activity.

.4 Weekday Races: June to October

This regular sporting activity consists of preparation for the race (arrival at the club, changing of clothes, rigging the boat getting to the start line for the start sequence at 18:00). Races normally last for 1 to 1-1/2 hours and then crews return their boats to their moorings to reverse the preparation activities. Normally there is a good deal of socializing and chatter in the yard or in the clubhouse before and after the event. We are presently developing guidelines to determine if this activity can be safely given that a normal dinghy or keelboat boat crew is made up between 1 to 7+ individuals, the committee boat often requires 3 to 5 people and mark boats 2 crew. We are presently researching the recommendations and protocols of how to encourage safe sailing.

- Current Transport Canada guidelines suggest the normal way of racing large keelboats is not approved due to number of people who are often required for a large boat with flying a spinnaker on the downwind legs of a race course. The restriction of the number of people allowed to crew together can be addressed in several ways.
 - o Require that only individuals of a family who are living together can race on the same boat. Restrictions are presently in place to prevent gatherings of a maximum of 5 unrelated people who are living together.
 - o Reduce the complexity of sailing and therefore the need for both more people and closer contact by not allowing spinnakers (i.e. using a main and a headsail or white sails only).
 - o The use of masks and gloves both of which can be inhibiting and ineffective while working on a boat in close quarters
- At this time the KYC Sailing Committee has put the racing schedule on hold pending further developments in the Covid-19 protocols that would enable the safe running of club races in some form.
- The Committee will continue to follow developments in protocol both at the provincial level and within the sailing community with an eye to moving forward sometime later in the season by utilizing best practices.
- The following considerations would provide the framework for moving forward with fleet racing at Kingston Yacht Club.
 - o Substantial easing of the social distancing standards by the provincial government.
 - o A qualified move to Phase Three of the Provincial Plan as laid out by Premier Ford in April, including retail and some restaurant re-openings.
 - o A modified form of racing, with consideration to white sail only (i.e. sailing without spinnakers as they complicate the on board crew interaction),

- All pre-race skipper meetings award ceremonies and social events will be held remotely using digital communications
- Relaxation of the maximum crew members allowed onboard and onshore.
- A modified form of Race Committee operation, including but not limited to, modified signals (electronic signals rather than flags), reduced number of people included in race committee operations including starting and finishing races with the Race Committee onshore.
- All pre-race skipper meetings award ceremonies will be held remotely using digital communication.
- All social events will be cancelled or postponed until such time as they can be held safely and in accordance with acceptable social gathering protocols.

There is a meeting of the full KYC Sailing Committee scheduled for May12 where these preliminary considerations will be tabled and a framework created to expand on the decision making and implementation processes.

.5 Weekend Races:

Members traditionally participate in a variety of weekend events that are longer distance races (lasting from 4 to 24+ hours based on weather conditions) or a series of shorter harbour races that may be completed over two consecutive days.

- Crews will be limited to the approved number of people wearing masks or family members who have been living together
- Sanitize boat parts before rigging and after de-rigging.
- Each individual is to provide their own box lunch and or beverage and sanitize themselves before and after racing activities
- All participants contact information to be obtained and recorded by responsible individual for future reference.
- Detailed protocol to be developed and reviewed/approved as per the weeknight racing protocols to be developed by the Sailing Committee.

.6 Adult Learn to Sail Program

Normally adult sailing lessons are provided by qualified individuals and offered to both members and the public during weekday evenings or on weekends. Lessons are held both on-shore in a classroom like setting and on the water using 24 foot shark sailboats with a maximum crew of 3 people and one instructor. At the end of a normal course individuals are examined on a standardized set of questions and specific on water skills prior to achieving a level of certification.

- Presently cancelled until further notice.

- There remains a possibility this popular activity may be possible based upon having a health protocol acceptable to the authorities and all participants including
 - o Pre and post rigging sanitization of the boat and all accessible standing and running rigging (including the auxiliary motor and paddles).
 - o Each participant provides their own floatation device

.7 Junior Sailing Programs

Young sailors (ages 5 & up) are offered a variety of both theoretical and practical sailing lessons during two week sail camps in 4 summer sessions. Activities also include swimming and group on land games & activities.

- Presently cancelled until further notice.
- There remains a narrowing window of opportunity to offer a late summer sailing camp for a limited number of children. Registrants and their families are being kept informed of changes to KYC's Junior Sailing policies.

.8 Race Team Activities

Interested senior youth sailors are normally offered more advanced sailing activities that include intense on water and classroom instruction, travelling to host clubs to compete in regional regattas.

- Presently cancelled until further notice.
- KYC is actively surveying youth sailors about the potential for a digital sailing school. There are numerous online courses, seminars and virtual sailing games that are being evaluated for their educational and sport potential by our head instructor and JS Committee.
- There remains the possibility that scaled regattas and sailing sessions could begin when it is determined by the province that camps and schools may open.

.9 Women in Wind Activities

This club group offers a women's only sport and social group that normally get together once per week to sail, socialize or get involve with special events such as speakers, games, cooking and art classes.

- Presently cancelled until further notice.

.10 Cruising Fleet Activities

The KYC Cruising Fleet consists of boat owners who sometimes race but normally cruise (both short and long distances) on the St. Lawrence River and Lake Ontario with family and friends. This is one activity that poses the least risk as boats are isolated from each other while sailing but often anchor or moor at the end of the day in areas where other boaters congregate

- Group cruising activities are presently cancelled until further notice.
- Individual boat owner are encouraged to create their own on board sanitary and health protocols.
- Owners are encouraged to be selective about sailing with other than family members and to record personal contact information for all on board.

.11 Remote Control Sailboat Racing

This fun activity includes individuals rigging and sailing their own remote control sailboats while standing and/or walking along the breakwater or dock faces. Races are normally held two evenings a week and may include up to 8 -12 skippers and spectators.

- Presently cancelled until further notice.
- With all competitors wearing masks, social distancing and ensuring sanitary behavior this activity may be able to proceed subject to provincial approve of larger sized gatherings

.12 Competitive Sailing Regattas

Regattas are very complex events with large numbers of participants. They normally involve a good deal of advance planning, people who are either local volunteers and or competitors and others who travel long distances to compete for fun, prestige, trophies and to qualify for higher level events. Like many other sporting activities it is difficult to imagine how all interpersonal interactions can be organized to prevent the spread of even a common cold. It is possible to keep boats and equipment separate while on land and certainly to prevent solo sailors from having close contact while on the water. Problems arise when boat classes that require 2 or more crew are involved

- KYC has been planning for several regattas and Notices of Races have been issued with the caveat that race organizers may cancel the regatta within one month of the start date if it is deemed appropriate based on provincial and local health concerns.
- KYC Sailing committee continues to review and assess protocols being developed by various competitive sailing authorities including Sail Canada and Sail Newport from Rhode Island USA.

.13 Beach Access and Swimming

KYC is fortunate to have two swimming areas that are popular when the weather is pleasant and once the lake water is warm enough to enjoy. It will be important for KYC to develop and post rules for acceptable behavior including for daily cleaning of common facilities and water toys (kayaks, paddle boards, beach furniture etc.). We will take advantage of best practices identified at similar facilities to evaluate risks and describe protocols for behaviour.

.14 Fuel Dock Facilities

The graphic poster provided as Appendix B outlines the beginning of our fueling and pump-out rules and protocols. Staff will be trained to on how to maintain safe hygiene and how to communicate theses protocols to members and visitors.

.15 F&B Events and Catering

Until further notice all events have been cancelled until further notice. Specific protocols will need to be created to ensure hygienic conditions can be assured before any social events will be allowed.

End of Appendix A