



# MBC COVID-19 Opening Plan

Latest Revision: June 1, 2020

This document was prepared by the COVID-19 Planning Committee and approved by the Executive Committee of the Medford Boat Club (MBC). It details our plans for operating the MBC during COVID-19 Reopening Phase 2. Current estimates are that Phase 2 will start mid-June and last until the end of June or the beginning of July. This plan will be updated and modified for Phase 3 and ensuing phases as needed. Guidelines are based on documentation and guidance from the Commonwealth of MA, MA Department of Public Health, the Arlington Board of Health (BOH), and the CDC.

MBC will open for the season on June 20<sup>th</sup> at 10:00am.

## PPE/Safety

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### Masks

Per Arlington Board of Health guidelines, masks must be worn by all persons over the age of two years old. This applies to indoor or outdoor situations and includes entering and exiting the club, in all common areas, and when you cannot maintain at least six feet of distance between other members. If you are at your own table, back beach spot, or in a non-crowded area and socially distanced, you may remove your mask. Acceptable masks cover both the nose and mouth. Both cloth and surgical masks are acceptable. Masks shall NOT be worn while swimming. **Bottom Line:** When in doubt, wear a mask.

### Disinfectant Stations & General Hygiene

There will be hand sanitizer stations placed in numerous locations throughout the club. Members are encouraged to use the stations and to wash their hands at regular intervals. Members may also bring personal cleaning supplies for the immediate area around tables.

### Frequently Touched Surfaces (FTS)

A member of the House Staff will be circulating around the club to disinfect FTS at regular intervals. These include door handles, railings, counters, bathroom fixtures, tables, chairs, umbrellas, grills, etc.

### Daily Screening Protocol

All entering members and guests will be asked a series of questions each day as they enter the club. These will include questions about symptoms and exposure. They will self-report at the front gate. Detailed in Appendix A.

### Diagnosis Protocol

Outlines the policies and procedures if a staff member or club member is diagnosed positive for COVID-19. Detailed in Appendix A.

### Cluster Protocol

Outlines the policies and procedures if a group of members or staff members are diagnosed positive for COVID-19. Detailed in Appendix A.

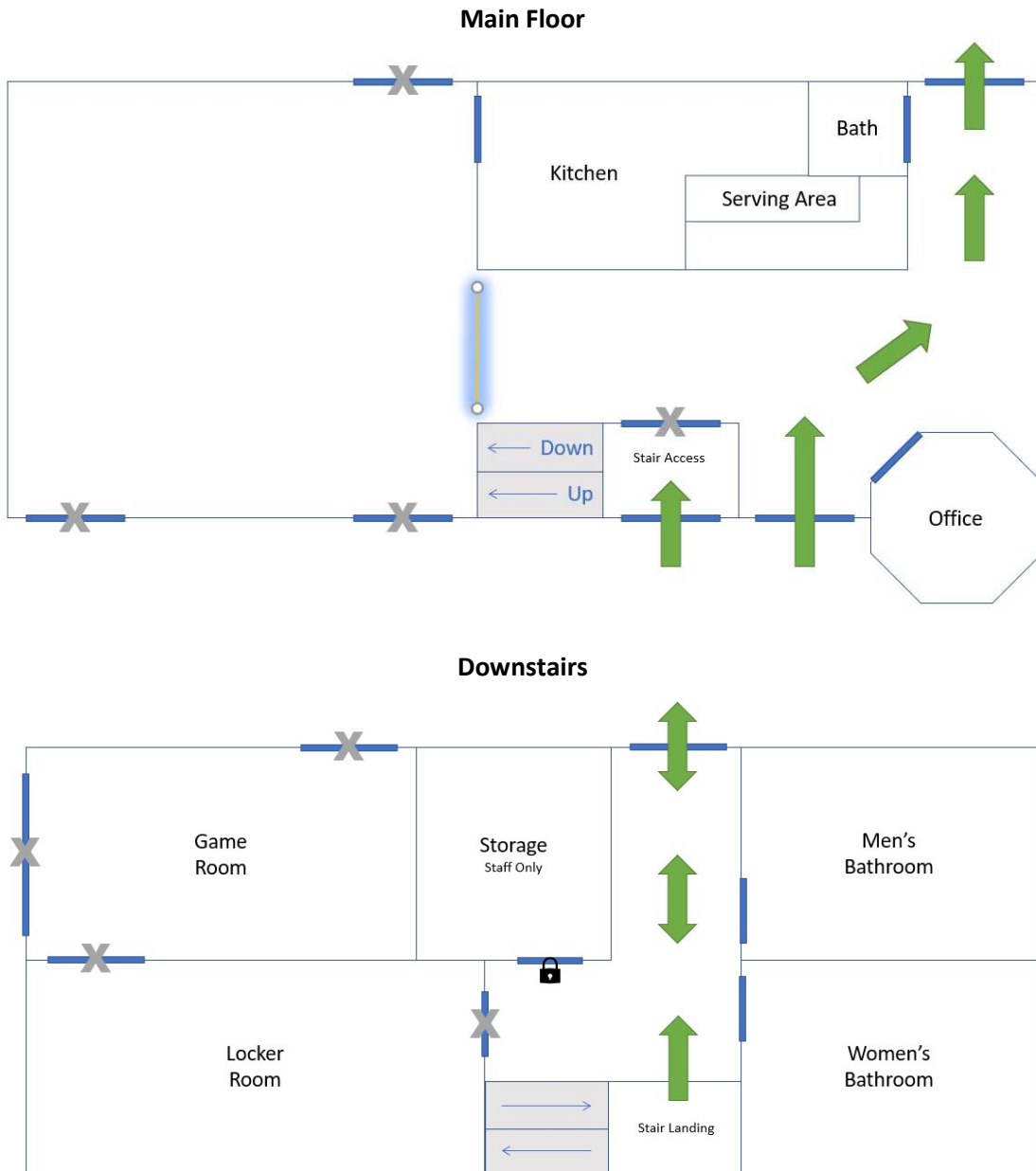
# MBC COVID-19 Plan

## Building/Grounds

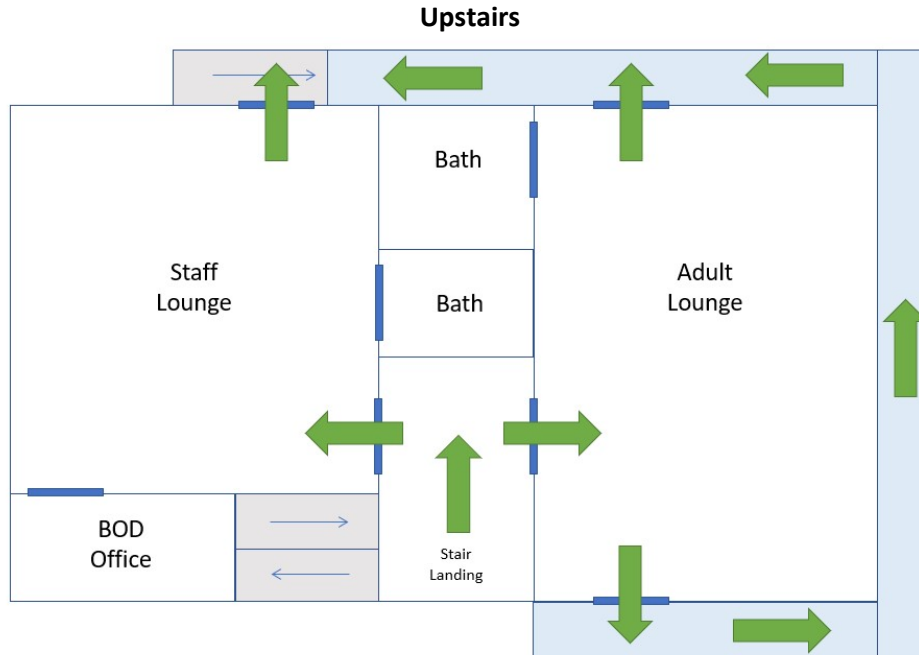
### Table Spacing & Chair Guidelines

Tables will be placed 14ft apart (center-to-center) to allow for a minimum of six feet between table occupants. Each table will have four chairs. Additional chairs may be obtained through MBC Staff – members may not move chairs between tables or carry chairs throughout the club. Maximum occupancy per table is six people.

### Signage & Flow



# MBC COVID-19 Plan



## Galley

A full plan for opening and operating the galley is being created, including but not limited to:

- Plexiglass will be installed in the serving area
- All condiments will be single serve packets
- Trays will be disinfected between use
- Limited menu to minimize handling and sourcing issues
- Once order is taken, go back outside – receive a text when order is ready
- Drinks will not be self-serve and must be ordered at counter

## Gates

Guard shack will be moved closer to the front gate, and the closest front gate will be open (not locked) during club hours. To enter back gate, text club, then enter and check in at the front gate.

## Common Areas

The locker room will be closed during Phase 2 but will reassessed for Phase 3 when those guidelines are released. Game Room will be closed but some 1:1 games will be relocated outside, and will be disinfected often. Basketball may be open with guidelines. Bathrooms will be open but showers will be closed, and we have installed touchless towel dispensers in all bathrooms. The outdoor shower will be available. Downstairs bathrooms will have a limit of three (3) persons at a time. A staff member will be outside the downstairs bathrooms to maintain capacity. Grills will be spaced properly along the back fence and cleaned between uses. Bocce courts are covered in Events/Activities.

## Cleaning Services

A weekly deep cleaning will be performed by Enviro Master Sanitation Services, then maintained by staff throughout the week. Additional ad hoc cleaning services may be scheduled based on need.

# MBC COVID-19 Plan

## Staffing

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### COVID-19 Training

There will be mandatory COVID-19 training for all staff. Topics will include distancing, hygiene, PPE, and a thorough knowledge of this year's rules and guidelines. The planning committee will provide training materials, and individual committees (house, swim, sail, galley) will provide training to their respective staff members.

### Staffing Levels

#### *House*

Minimum of four staff members per shift, rotating between various positions:

- **General:** Trash, ice, general cleaning, open/close activities
- **Bathroom:** Keeping bathrooms to maximum number of occupants and wiping down surfaces
- **Kayak/Paddleboard:** Helping members in/out and disinfecting between use
- **FTS:** Cleaning Frequently Touched Surfaces in all areas

#### *Gate*

Minimum two gate staff per shift to ask daily screening questions, keep track of capacity, maintain a usage log, and check members into and out of the club. In the beginning, we will utilize a rotation of board members and members doing work hours to help reinforce rules.

#### *Swim/Sail*

Detailed in Swim/Sail Plans.

#### *Galley*

No more than three galley staff during any given shift; one taking orders, placing food in the pickup area; two in the kitchen.

### Daily Screening

All staff members will be asked a series of questions each day as they enter the club. These will include questions about symptoms and exposure. Peter or Carol will collect and review info. If one of them is not onsite, they will designate a proxy in their absence. Detailed in Appendix B.

# MBC COVID-19 Plan

## Capacity Planning & Enforcement

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### Capacity via Table Count

Capacity will be different in Phase 2,3, and 4. We are awaiting guidance from the State of MA and the Arlington Board of Health. For now, we have space for the following number of people:

- **Waterside Front Deck:** 40
- **Front Walkway:** 40
- **Front Deck (including Awning):** 28
- **Side Deck:** 16
- **Back Deck:** 12
- **Pavilion:** 16
- **Outside Pavilion:** 16
- **Mother's Deck:** 12
- **Swim Dock:** 20
- **Between Bocce Courts:** 16
- **Boating Deck:** 12
- **Picnic Tables:** 48
- **Back Beach:** 20

Maximum seating capacity is 296. ***That is the capacity with socially distanced tables.*** Capacity by land area, assuming 170ft<sup>2</sup> per person, is 268. **The committee recommends a capacity of 250 including staff.**

### Capacity Enforcement

The Gate Staff will be responsible for keeping count of the number of members in the club at any given time, and for keeping a log of everyone entering and leaving the club (name time in/out) for contact tracing. The club will operate on a first come first serve basis. No tables may be reserved in advance (come in early and leave tablecloth on table). If this proves too challenging, we will institute a reservation system with the following guidelines:

- Online signup for blocks of 3-4 hours.
- Signup blocks would only be available 48 hours in advance.
- If a member has a reservation, their spot will be held for 30 minutes past the start time, after which the reservation will be forfeit.
- Members may not come to the club more than ten minutes before a scheduled reservation.
- Reservations will not be for specific tables or areas of the club – only entry into the club.

Members entering to go to powerboats or sailboats will not count against the capacity count.

### Guest Policy & Parties

No guests during Phase 2. However, grandparents, nannies, and au pairs will be allowed as described in the guest policies in MBC House Rules. In Phase 3, we will allow up to 4 guests per member family. No parties during Phase 2. In Phase 3, we will allow parties following Commonwealth guidelines and physical distancing parameters.

# MBC COVID-19 Plan

## Swim/Lifeguard Program

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The CDC has stated that COVID-19 cannot be transmitted through water, hence the infection risk while swimming is very low. While in the water, swimmers should maintain a safe distance (six feet apart) as much as possible. Masks will not be required while swimming or in the swimming area as long the social distance guidelines outlined below are adhered to. ***Due to guidelines from the State of MA, we are cancelling swim lessons for this season.*** The Buoy Swim will be evaluated against guidelines as they exist at the time.

### Front Swimming Area & Floating Dock/Slide

When entering the dock area, social distancing must be maintained where swimmers will be required to be six feet apart while waiting to enter the water. The dock and ramp areas will be marked with safe distance parameters that must be adhered to. There can be no more than three swimmers on the floating dock at any given time and must maintain six feet of separation. The slide and jump platform will be closed during Phase 2.

### Swim Lanes

There can be no more than one swimmer in each of the designated lap swim lanes at any time. If there are swimmers in both lanes, swimmers will be asked to start swimming at the opposite ends of the swim lane to maintain social distancing. There can be no more than two swimmers in the swim lane area at any given time.

### Swimming Equipment

There will be no access to MBC noodles or life vests during Phase 2. Members wishing to use noodles in the water or life vests for kayaking or paddles boarding are encouraged to bring their own for use amongst their family members only.

### Lifeguards

Lifeguards will observe all social distancing guidelines with each other and swimmers, maintaining a minimum of six feet apart unless there is an emergency. In any instance where they cannot maintain a safe distance, they will be required to wear masks (but never in the water). Swim test for using the front swimming area, kayaks and sail will be administered as needed, one swimmer at a time to ensure proper social distancing. At a minimum there will be three lifeguards at all times, regardless of the number of swimmers. One on the main dock, one on the floating dock and one monitoring and sanitizing any swim equipment, such as lifeguard tubes, lifeguard stations, and any FTS areas. In addition to normal swim safety monitoring, lifeguards will also monitor adherence to social distancing guidelines. Any swimmer not adhering to the above guidelines will be asked to leave the swimming area for the remainder of the day.

### Back Beach

Those using the back beach area are asked to set up chairs, towels, blankets, etc. at least 12 feet apart and will be required to wear a mask (on beach only; never while swimming) if safe distancing cannot be observed. Each group will be limited to six people or less and there should be no more than five groups on the beach at any given time. We ask that you bring your own beach toys and do not share these toys with other families or children. All beach activities and play must remain between a family/household unless social distancing is being observed. No more than four swimmers can be on the back beach ramp/dock and must maintain safe distancing of six feet. While in the water swimmers please maintain a safe distance (six feet apart) as much as possible. There are no lifeguards on the back beach to monitor swimming safety or social distance guidelines, so we ask that all MBC members self-monitor to ensure these guidelines are adhered to. On occasion, MBC lifeguards and other MBC staff members may enter the back beach area to ensure guidelines are being met.

# MBC COVID-19 Plan

## Sail Program & Kayak/Paddleboard Guidelines

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### Sail Lessons & Staff

It is our hope that sail lessons will be offered this season in a modified structure. Once further guidelines are released, the Director of Sailing will communicate information to membership about available lesson options. ALL SAILORS (RECREATIONAL OR IN LESSONS) MUST SAIL ONLY WITH MEMBERS OF THEIR HOUSEHOLD.

### Sail Guidelines for Personal Watercraft

Members may moor their watercraft as per usual, with the following guidelines (these will likely change in later Phases as we introduce guests):

- Only persons from the same household should be together on a boat at one time.
- No gathering or groups of persons from multiple households will be permitted on boat ramps, docks, piers, etc. and all users shall practice strict social distancing.
- All recreational crafts shall remain a safe distance apart. Tying boats or other crafts together is prohibited.
- All recreational boating is subject to the discretion of local officials, harbor masters, and law enforcement.
- All local rules, regulations, laws, and Coast Guard requirements still apply.

### Kayak/Paddleboard

Kayaks and Paddleboards will be available for use by members as outlined in House Rules. Members are responsible for watching their own children while they use kayaks and paddleboards. No more than four kayaks and two paddleboards may be in the water at the same time. Kayaks, paddleboards, and paddles will be disinfected by house staff or member volunteers after each use.

## Powerboat Guidelines

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### Rules

Powerboats will have the following guidelines (these will likely change in later Phases as we introduce guests):

- Only persons from the same household should be together on a powerboat at one time.
- No gathering or groups of persons from multiple households will be permitted on powerboat ramps, docks, etc. and all users shall practice strict social distancing.
- All recreational crafts shall remain a safe distance apart. Tying powerboats or other crafts together is prohibited.
- All recreational boating is subject to the discretion of local officials, harbor masters, and law enforcement.
- All local rules, regulations, laws, and Coast Guard requirements still apply.

### Guest Policy

Guests of powerboat owners will not be allowed in Phase 2. The policy will be examined for later Phases.

# MBC COVID-19 Plan

## Events/Activities

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### Opening Day

Opening Day will not be onsite for the 2020 season, and will therefore be a normal day at the club.

There are no swimming lessons to sign up for nor any locker fees to pay. Packets will be mailed or delivered to members on or before Opening Day. Sail lessons signup, kayak/paddleboard stickers, and bocce signup will be done remotely. Sail and Kayak fees can be paid at the office while a member is at the club.

Opening Day is currently planned for June 20<sup>th</sup>.

### Opening Reception

The evening reception will be a socially distanced get together. Members will bring their own snacks/food, as a buffet is not permitted under Phase 2 rules. MBC will provide socially distanced tables along with single serve beer and wine. The entertainment (piano/vocals) will continue as planned. Opening Reception is currently planned for June 27<sup>th</sup>.

### Adult Activities & Functions

Adult functions will be updated to reflect social distancing and food guidelines. Many will likely be BYOB/BYOF. Smaller events that rely on food/wine like Wine Tasting will likely be cancelled or postponed. The entertainment committee will keep membership apprised of updates as they happen.

### Kids Activities

Close activities like Bouncy Houses, Back Beach Games, Kids Bocce, and Gaming Trucks will be suspended until such time as they are allowed under state regulations. The playground will be open with guidelines. The entertainment committee is working on alternative activities for kids during this time, including approved games, etc.

### Bocce Leagues & Pickup Games

Leagues will be reformatted to fit current guidelines. Pickup games must follow the same rules as league games, including but not limited to the following:

- Masks must be worn at all times
- Games can be played on both courts, with buffers between league games
- League teams may not enter game area until prior teams have completely vacated the area
- Only the next thrower may be on or near the bench; others must be socially distanced
- Wash hands before and after each game
- No spectators on or between bocce courts; spectators may watch from upper railing, pavilion seating, and other vantage points as long as they maintain appropriate social distancing
- No hugging or handshaking after games
- Balls will be disinfected at regular intervals
- League games must end on time



# MBC COVID-19 Plan

## Appendix A – Screening & Diagnosis Protocols

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### Interaction with Board of Health

MBC will alert the Arlington Board of Health for every positive case, assist with contact tracing for all COVID-positive staff and club members, and follow their instructions and guidelines.

### Daily Screening Questions

*Since your last day of work, or last visit here, have you had any of these symptoms?*

- Cough
- Shortness of breath or difficulty breathing
- Fever of 100° F or more
- Chills or repeated shaking with chills
- Vomiting
- Diarrhea
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

*Are you awaiting results of a pending COVID-19 test?*

- Yes
- No

*Have you been in unprotected contact with a COVID-positive person in the last 72 hours?*

- Yes
- No

### Member/Staff Screening Protocol

If a member or staff member answers yes to any of the questions, they, and their immediate family (anyone who lives in the same residence) will be placed on leave and allowed to return based on the latest CDC guidelines. This leave can be lifted early if they present documentation of a negative COVID-19 test.

### Diagnosis Protocol

If a member or staff member is diagnosed positive with COVID-19, they, and their immediate family (anyone who lives in the same residence) will be placed on leave and allowed to return based on the latest CDC guidelines. This leave can be lifted earlier if the member submits documentation of two negative COVID-19 tests (within 24 hours) for all household members.

### Cluster Protocol

A cluster is defined as five or more staff members and/or club members diagnosed positive within a 24-hour period. MBC will follow Arlington Board of Health instructions if a cluster appears.

# MBC COVID-19 Plan

## Appendix B – List of Assets Needed

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- Touchless Towel Dispensers
- Spray Apparatus and Solution from Home Depot Pro
- Disinfectant Stations installed by Enviro Master Sanitation Services
- Training Slides and Handouts for Staff
- Mask/Hygiene Signage (front, back, galley, all disinfectant stations))
- Front Gate Screening Questions Sign
- Log Book (Manual or Online) for Front Gate
- Reservation System Backup
- Vinyl Decals or Tape for Floor
- One Way and Directional Signs for Clubhouse flow, including stairways
- Plexiglass for Galley
- Bocce Guidelines Signage (2)
- Back Beach Signage
- Swim Dock Signage
- Barrier to close off Main Hall
- Barrier(s) to close off middle of front deck(s)
- Signage for Closed/Locked Doors