

June 6, 2020

## Greater Lawrence Community Boating Program

1 Eaton Street  
Lawrence, MA 01843

# COVID-19 POLICIES AND PROCEDURES

The following are the modifications we are making to our regular summer programming to ensure the safety of all members and staff, and to comply with the latest COVID-19 guidelines as issued by the Governor's Office and DPH. These are our intentions for the program and may be updated as more information is made available. Please frequently check on our website under the "COVID-19 Updates" page to ensure you have the most up-to-date information regarding changes as the summer progresses.

### 1. Major changes being made to our summer program:

- We regrettably will **NOT** offer drop-in programming as we have in the past. All attendance requires first-come first-served advanced sign up through our website or phone and is capped at 40 attendees on the property at any time. Four sessions will be offered throughout the summer with a morning and afternoon time block.
- All youth programming will be "closed scheduling;" members will be placed in groups of 10 of similar age (or with family members/close friends), and will be with a GLCBP staff member at all times. Predetermined activities will be scheduled each day for the members to take part in with their group.
- Private sailing lessons will only be offered on Saturday and Sunday and will require advanced sign up.
- COVID-19 liability waiver must be signed by all attendees.
- There will be no formal Counselor in Training program this year. We will have limited leadership opportunities for high-school aged members which will be announced and coordinated by the Facilities Director.

### 2. Program dates and times:

- Sessions are scheduled to begin on June 29, 2020
- We will run four 2-week youth "Sessions" (MONDAY – FRIDAY) based on the following schedule:
  - *Session 1 Morning:* June 29 – July 12, 8:00am – 1:00pm
  - *Session 1 Afternoon:* June 29 – July 12, 2:00pm – 7:00pm
  - *Session 2 Morning:* July 13 – July 26, 8:00am – 1:00pm
  - *Session 2 Afternoon:* July 13 – July 26, 2:00pm – 7:00pm
  - *Session 3 Morning:* July 27 – August 9, 8:00am – 1:00pm

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- *Session 3 Afternoon:* July 27 – August 9, 2:00pm – 7:00pm
- *Session 4 Morning:* August 10 – August 23, 8:00am – 1:00pm
- *Session 4 Afternoon:* August 10 – August 23, 2:00pm – 7:00pm
- Participants may only sign up for ONE 2-week session. Any additional sign-ups will be waitlisted and will be filled as room is made available.
- Sign-ups will be made available on our website starting Monday, June 8 at 5:00pm EST.
- *“Family Drop-In Time:”*
  - WEEKDAYS: Family drop-in is permitted Monday-Friday from 8:00am-8:00pm. All youth members attending the drop-in MUST be accompanied by a responsible adult (over the age of 18) at ALL TIMES while on the property. It is required that you call prior to coming to the boathouse to make a time reservation. Attendance is capped at 10 participants on the property at a time due to ongoing youth programming.
  - WEEKENDS: Family drop-in is permitted Saturday and Sunday from 8:00am – 8:00pm. All youth members attending the drop-in MUST be accompanied by a responsible adult (over the age of 18) at ALL TIMES while on the property. It is required that you call prior to coming to the boathouse to make a time reservation. Attendance is capped at 25 participants on the property at a time.

**3. Program format:**

- As stated above, programming will be “closed scheduling,” (with the exception of family drop-in) and members will be engaging in predetermined activities, placed in groups of 10 based on age (or with family members/close friends). The following is a sample of a daily schedule in this new format:

Session 1 Morning, Atlantic Group  
*Staff Member: John Doe*

8:00a – 9:00a	Sunfish Sailing
9:00a – 10:00a	Sunfish Sailing
10:00a – 11:00a	Kayak / Canoes / Stand Up Paddleboard
11:00a – 12:00p	Lunch / Snack and “Recess”
12:00p – 1:00p	Special: Arts / Crafts / Labs
1:00p	Morning Session Ends

- Members of each group will REMAIN THE SAME throughout the entire two-week schedule. Any concerns regarding group members

should be brought directly to the Waterfront, Facilities, or Executive Director.

- All programs will be held outside, and inside time will be limited to check in/check out and restroom/locker room use.
  - In the case of severe weather, programs will be moved inside to four designated areas, one for each group. Please note that as always, light rain does not constitute severe weather at our program.

#### **4. Field Trips/Special Events:**

- We will not be offering any off-site field trips, including our regularly scheduled trips. The following field trips will be cancelled due to state and local guidelines:
  - Junior Safety at Sea
  - Canobie Lake Park
  - Nahant Sailing Trip
  - Newburyport Whale Watch
- The following special events will be cancelled due to state and local guidelines:
  - Summerfest
  - Tony LaHoud Memorial Regatta

#### **5. Health Screenings of Members and Staff:**

- *Members:*
  - If any members show any sign of being sick, we ask that you DO NOT attend the program and monitor yourself until symptoms improve.
  - Any member showing any signs or symptoms of being sick, or registering a temperature over 100.4°F will be isolated from their group and a parent/guardian will be required to pick them up IMMEDIATELY.
  - Members will be required to answer health screening questions before entry.
  - Members will have their temperature taken upon entry to the building with a contactless thermometer. Any member with a temperature over 100.4°F will not be allowed entry.
- *Staff:*
  - All staff members have participated in a 14-day at home monitoring prior to the start of our program.
  - All staff will answer health screening questions at the start of their shift and will have their temperatures taken.
  - Any staff member showing any signs or symptoms of being sick, or registering a temperature over 100.4°F will be sent home immediately.

## 6. Personal Protective Equipment and Personal Hygiene:

- *Members:*
  - We ask that all members follow state and local guidelines by properly social distancing when possible.
  - All members are REQUIRED to bring their own face mask/covering for use when social distancing is not possible.
  - Members will be required to sanitize their hands at the door before entry.
  - We ask that members utilize the sanitization stations placed around the building and docks.
  - All personal belongings must be stored in a locker which will be sanitized daily and in between morning and afternoon sessions.
- *Staff:*
  - All staff will wear a mask when social distancing is not possible.

## 7. Sanitizing of Facilities and Equipment:

- We will be staffing additional staff to focus on sanitization and cleaning.
- We will be CLOSED weekdays from 1pm-2pm and 7pm-8pm for deep cleaning of the building and grounds.
- Restroom and locker room surfaces (toilets/urinals, sinks, soap/paper towel dispensers, door handles, etc.) will be sanitized every 15 minutes by a staff member.
- Lockers will be sanitized in the morning, evening, and in between morning and afternoon sessions.
- All boats, paddles, lifejackets, and other shared equipment will be sanitized in between uses.

## 8. Developments:

- Information is rapidly changing, and we ask you to please be patient as we process it and make necessary changes to the program. We will be continually updating our website on the "COVID-19 Updates" page with the most up to date information based off local and state guidelines.

For any questions or concerns, please contact:

Jed Koehler, Executive Director  
JedKBoating@gmail.com | work: 978-681-8675 | cell: 781-249-2608

**Thank you and we can't wait to see you out there!**