



ORCKA Program and COVID-19

Checklist

OVERVIEW

Use this checklist to make sure you are ready to safely run ORCKA Programming in a COVID-19 environment; go through it with your program participants, commenting on each item, so that they are aware of your COVID-19 safety measures -- it covers all the must-see preparations and protocol from the point of view of, among others, insurance providers and paddling community stake-holders.

CHECKLIST

Government Guidelines and Directives

- Can you and your staff reference, and are you familiar with the requirements and recommendations of the local health unit where you will run programming?
- Have you informed the local health unit of your intention to run programming?
- Can you and your staff reference, are you familiar with, and do you have all the equipment and resources for Provincially endorsed:
 - self-assessment tests?
 - proper use of Personal Protective Equipment (PPE)?
 - proper personal hygiene?
 - cleaning and disinfecting?
 - physical distancing protocol?
 - protocol for a suspected case of COVID-19?

Pre-and-Post-Programming Participant Assessment, Questionnaires, Registration, and Reporting

- Have your participants signed:
 - ORCKA's *Declaration of Compliance - COVID-19* form?
 - ORCKA's *Informed Consent and Assumption of Risk Agreement* (for those under 18 years of age)?
 - ORCKA's *Release of Liability, Waiver of Claims and Indemnity Agreement* (for those 18 years of age and over)?
 - If you are not using the waivers & forms provided by ORCKA, have you incorporated all their numbered paragraphs into your own forms [especially all reference to COVID-19]?
- Have you reviewed and are you prepared to follow the *ORCKA Program and COVID-19 Requirements and Recommendations*?
- Do your participants agree to 'follow up' and remain in contact for a period of 14 days after programming ends [in order to facilitate contact tracing]?
- Have you expanded the medical portion of your participant registration to make special reference to risk factors for COVID-19, e.g., immuno-compromising conditions, chronic respiratory illnesses, etc?

Minimize Impact on the Surrounding Community

- Are you running ORCKA programming in your local region to ensure shorter travel distances?
- Do you have a plan to be 'self-contained'; i.e., to avoid unnecessary use of gas stations, convenience stores, etc.

High-Touch Items Specifically, and Paddling Equipment in General

- Do you have a list of 'high-touch' items and a way to either remove them or mitigate their use?
- Do you have a list of common-use areas, items, and surfaces, and documentation of the corresponding protocol [cleaning, rules about use, etc.]?

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- Do you have a list of paddling equipment which is not to be shared; i.e., items which participants will provide as part of their own gear?
 - Do you have a plan to limit the exchange of paperwork?

Group Organization and Management

- Do you have a documented plan to communicate to participants:
 - proper use of face-masks when physical distancing is not possible?
 - any new rescue and emergency-response protocols?
 - any new 'standing orders': portages, camp kitchen, etc.?
- Do you have a documented plan to organize ORCKA courses and trips in a way to facilitate:
 - physical distancing [including transportation and shuttles]?
 - handwashing [including designated handwashing stations] and personal hygiene?
 - use of PPE?
 - cleaning and disinfecting?

COVID-19 Specific Programming Logs

- Are you prepared to document and log personal hygiene and cleaning and disinfecting protocol?
- Are you prepared to document and log staff-training, management, and updated COVID-19 operating protocols -- including choices around PPE, rescue and emergency-response, and staff health-testing?