



Bytown Brigantine Inc.

Sail Training and Small Vessel  
COVID-19 Policy



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# Sail Training and Small Vessel COVID-19 Policy<sup>1</sup>

## Introduction

Every crew member and trainee (a trainee is the same as a “camper” per public health guidelines) can take action to help reduce the spread of COVID-19 in the sail training and small vessel training environment. The purpose of this safe sail training and small vessel policy document is to educate crew members and trainees about COVID-19, their risk of exposure to the COVID-19 illness, and measures that can mitigate risk and prevent transmission of the disease.

This document seeks to ensure that crew members, trainees and parents or guardians are provided with information and guidance to safeguard against COVID-19 transmission.

The measures in this policy reflect information from the Public Health Agency of Canada and Ontario Ministry of Health. While they may help reduce the risk of transmission, these measures cannot be guaranteed to eliminate the risk of exposure and/or infection with COVID-19.

## COVID 19 – the Facts

- COVID-19 is an infectious disease caused by the novel coronavirus SARS-CoV-2. COVID-19 can affect the lungs, airways and other systems, and it is highly contagious. Consequently, anyone who comes into contact with the virus is at high risk of becoming infected.
- COVID-19 spreads quickly through airborne respiratory droplets and person-to-person contact. It can also spread by touching surfaces contaminated with the virus.
- The virus can be spread through indirect contact when the respiratory droplets from an infected person lands on surfaces. It can be transmitted when individuals touch those surfaces with their hands and then touch their mouth, nose, or eyes.
- All persons are at risk of contracting COVID-19. People infected with COVID-19 may have little, or no symptoms and symptoms may take up to 14 days to appear after exposure. Some may display no symptoms (asymptomatic carriers) but can still be contagious.
- Symptoms can include but are not limited to: new or worsening cough, shortness of breath or difficulty breathing, temperature over 38 C, feeling feverish, muscles or body aches, new loss of taste or smell, headache, gastrointestinal symptoms (abdominal pain, diarrhea, vomiting), or not feeling well.

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<sup>1</sup> This policy is based on medical information and guidance available as of the date of publication. It will be updated, as may be necessary, in accordance with medical advice and developments.



## Reducing the spread of COVID-19

The following steps will be taken to mitigate the risk and spread of COVID-19 to crew and trainees onboard the sail training vessels, small vessels and bunk barges (collectively referred to hereinafter as “the vessel” or “the vessels”). Crew members, trainees, captains and volunteers aboard each ship will be a single cohort, in accordance with the Ontario Ministry of Health COVID-19 Safety Guidelines for Day and Overnight Camps.

### 1. Limiting Visitors (BBI has reduced the number of participants aboard ships)

- Trainees (i.e. campers) will be assigned a 5-minute drop-off window to limit exposure between families.
- Only one parent/guardian may participate in the drop-off and, if possible, no siblings. Hand sanitizing will be provided at this point.
- Campers/parents/guardians must stay in their vehicles for the arrival screening process. Should a trainee not pass the screening they will move to meet with BBI leadership to discuss next steps. They will not be allowed to interact with a crew or other trainees.
- No one wishing to board the vessel shall do so unless permission has been granted by the captain, instructor, or senior crew member in charge.
- Parents and visitors will not normally be permitted onboard any vessel.

### 2. Screen all crew, trainees, and visitors

- Fourteen (14) days before joining the ship for overnight camps, everyone should:
  - Limit and, where possible, avoid all contact with others before joining the ship.
  - When it is not possible to avoid all contact with others, one must keep a minimum of 2 meters or 6-foot distance and wear a mask.
  - Wash or sanitize hands frequently, especially when one is outside their household
  - Keep disinfectant wipes at hand and frequently clean surfaces.
  - Before boarding the ship, trainees and crew will have their temperature taken.
  - **Before the start of any voyage or program trainees, must produce proof of a negative COVID PCR test taken within 72 hours of the start of a voyage or program. Without this documentation, a trainee will not be permitted to board the vessel or participate in the program.**
- Proof of vaccination will NOT impact the requirements listed above.
- Prior to a voyage/program commencing, a screening questionnaire ([Annex 3-COVID-19 Screening and Release](#)) will be sent to the parents of each program participant. The completed questionnaire must be submitted to the BBI office before joining the vessel on arrival day.
- The captain, instructor, or staff member must screen all crew, trainees and visitors before boarding any vessels.
- The temperature of each crew member, trainee and visitor shall be taken and recorded in the Temperature Log (See [Annex 1-Temperature Log](#)), together with the responses to the following questions (questions may change depending on public health guidance):
  - *Do you have any of the following symptoms that are new or worse than usual: A new cough, a fever of 37.8 degrees Celsius or higher, difficulty breathing, shortness of breath, unexplained fatigue, loss of taste or smell, nausea, vomiting, diarrhea or abdominal pain, headache, conjunctivitis?*
  - *Have you been in contact with a confirmed case of COVID without personal protective equipment or been asked to self-isolate?*



- *Are you waiting for a COVID-19 test result?*
- *Have you been in contact with anyone who is awaiting their results of a COVID-19 test?*
- *Have you returned from international travel in the past 14 days?*
- Any person that answers '**YES**' to any of the above questions will not be permitted to board the vessel or to participate in the program. Instead, the person will be advised to return home, self-isolate according to local public health guidance, and get tested for COVID-19.
- Additionally, the captain, instructor or senior crew member shall check and record temperatures of all members of the ship's company once daily in the Temperature Log.

### 3. Physical Distancing & Masks

- Non-crew members such as contractors, fuel delivery personnel, enforcement agencies and all other non-crew member visitors to a vessel must practice physical distancing by remaining a minimum of 2 metres (6 feet) from the crew members and trainees at all times, and shall wear a mask/covering.
- The captain, crew and trainees shall ensure that tools, clothing, personal items, personal protective equipment, and food are not shared. If any article must be shared, it must be cleaned and disinfected immediately before use by another person.
- Avoid shaking hands or other typical human-to-human interaction.
- Whenever possible, the captain, crew members and trainees should make their best effort to maintain the minimum physical distance.

### 4. Washroom/Head Protocol

- Hand sanitizer shall be available in all washrooms(heads) and other high traffic locations (e.g. wardroom, aft deck).
- The captain or senior crew member shall ensure that all handles, locks, taps and heads are cleaned and disinfected twice daily.

### 5. On-board Vessel and Program Hygiene

- All persons must wash or sanitize their hands before boarding any vessel.
- The captain, instructor or senior crew member shall familiarize all crew members and trainees with the attached [Annex 2-Vessel Cleaning Practices](#) for more detailed cleaning and disinfection information.
- Between each voyage or training program, the vessels and/or instruction area shall be cleaned and disinfected in accordance with the *Vessel Cleaning Practices* annex.
- The captain, instructor, crew, and trainees must ensure that their hands are washed frequently and for a minimum of 20 seconds with soap and water. If soap and water are not available, an alcohol-based hand sanitizer with a minimum alcohol content of 70% shall be used.
- The captain, instructor or senior crew member shall ensure that all high touch areas such as ship's wheel, VHF radio, banding table, chart table, galley, head, oars, tiller, and rails are cleaned and disinfected at the change of each watch.
- All crew members and trainees shall ensure all items used for cleaning are disposed of properly. Paper towels, rags and cloths shall be placed in garbage bags for disposal.
- Whenever coughing occurs, the inside elbow must be used to mitigate the spread of respiratory droplets - even when a face mask/covering is worn. Any person who coughs must wash or sanitize their hands and any surrounding surface area immediately



afterwards and change their face mask/covering.

#### 6. Accommodations and meal preparation/consumption

- All crew members and trainees must ensure that sleeping accommodations are never shared and are cleaned daily. Linens, pillows and clothing shall not be shared and shall be laundered between every voyage or training program. Sleeping on deck in individual hammocks is encouraged, whenever possible.
- Hand hygiene will be performed before meal preparation and food consumption.
- All crew members and trainees must ensure cooking and prep areas are cleaned before and after each meal preparation. To ensure physical distancing, meals should be eaten on deck whenever possible, and breaks for meals should be staggered, if possible.
- Each trainee's cutlery, plates and cups should be properly cleaned and stored in separate bags before and after each use.

#### 7. Bytown Brigantine Academy (BBA) and Day Program Instruction

- BBA Program instruction shall be provided in a well-ventilated indoor space or, whenever possible, in an outdoor area.
- Mandatory screening (Section 2, above) will take place at the beginning of each in-person program instruction session.
- Hand sanitation will be required upon any entry and exit to any indoor instruction space, after using washroom facilities, and before and after any meals are taken.
- Physical distancing measures (i.e., remaining a minimum of 2 metres or 6 feet apart) will be encouraged.

#### 8. What to do if a crew member or trainee becomes ill (Designated isolation space has been identified aboard each ship.)

- Crew members and trainees are responsible to self-monitor their health at all times during a voyage or training program. They must notify a senior crew member, the captain or the instructor immediately if they start to feel ill with symptoms of COVID-19.
- Based on the condition of the crew member(s)/trainee(s) and their symptoms, the captain or instructor shall determine if an emergency response is necessary.
- The captain or instructor shall immediately inform the Executive Director of BBI (or designate) to request coordination with local public health authorities and parents/guardians of trainees and crew members.
- Whenever possible, the ill crew member(s)/trainee(s) must remain isolated from the rest of the crew/trainees to decrease the risk of transmission of the virus. When doing this, isolate the ill crew member(s)/trainee(s) in the designated vessel quarantine area, keeping them as far apart from each other as possible, monitor them from a safe distance and while wearing a face mask and gloves. Provide the ill crew member(s)/trainee(s) with food, water, tissues, hand sanitizer and other necessary supplies.
- Place all personal items belonging to the ill crew member(s)/trainee(s) into separate bags and store them away from all others (bedding, clothing, towels etc.). Ensure that a face mask and gloves are worn for this process. Wash hands immediately following this procedure.
- Take all reasonable precautions to keep a minimum of 2 metres (6 feet) away from the ill person(s) and other crew members or trainees.

#### 9. What to do when the vessel docks with an ill crew member(s)/trainee(s)

- In the event of a confirmed or suspected COVID-19 illness on board during a voyage, the captain, crew and any trainees must self-isolate upon return to port in accordance with



local public health guidance and shall not take part in another voyage until they receive confirmation of a negative test result and/or have received clearance from local public health to resume participation.

- If an ill crew member or trainee does not have their own transportation, ensure that transportation has been arranged to collect the ill person(s) at the port of disembarkation. Limit their contact with others and ensure that physical distancing and face masks are used by the ill person(s) and by any crew member, if needed, to assist in the disembarkation of the ill person(s).
- The captain shall advise the ill person(s) to go straight home, self-isolate in accordance with local public health guidance, seek medical advice, and get tested for COVID-19 as soon as possible.
- If the ill person(s) tests positive for COVID-19, they are asked to inform the Executive Director of BBI (or designate) immediately so that contact tracing can begin.
- All trainees shall disembark with their belongings and remain onshore physically distanced until their parents/guardians arrive. All trainees and their parents/guardians shall be informed that there was an illness onboard, that they should monitor for any symptoms of COVID-19, self-isolate in accordance with local public health guidance, and get tested as a precaution and to facilitate contact tracing efforts, if necessary.
- The captain shall ensure that the entire vessel either returns to its home port or is secured in the port of arrival, that it is cleaned and disinfected by the remaining crew and that physical distancing, gloves and face masks or coverings are used during the cleaning and disinfection process. The captain and crew must monitor for symptoms for 14-days following exposure to a suspected COVID-19 infected person, self-isolate in accordance with local public health guidance, and get tested for COVID-19, following departure from the vessel.
- If any other crew members become ill, display symptoms or test positive for COVID-19, they will be asked to contact the Executive Director of BBI (or designate) to coordinate the response with the local public health authorities, parents/guardians and the Ontario Ministry of Labour (for crew members employed by Bytown Brigantine Inc.).

If you are unsure of the symptoms or other information related to COVID-19 please visit the Ontario Ministry of Health website for the most recent information and guidance on the virus ([https://COVID-19.ontario.ca/?\\_ga=2.107294210.1040974533.1594394774-1129306441.1586300529](https://COVID-19.ontario.ca/?_ga=2.107294210.1040974533.1594394774-1129306441.1586300529)).