



# **SINGAPORE CANOE FEDERATION**

## **Safe Management Plans for Resumption of Paddling Activities for Phase Two ("Safe Transition")**

Version 2

Updated as of 23 October 2020

Refer to the revised safe management measures highlighted in green



## Important Note

- As announced by the Multi-Ministry Taskforce (MTF), Phase Two will commence on 19 June 2020. Phase Two will see the resumption of most activities subject to safe distancing principles. Please refer to MOH's latest advisory on the required safe distancing measures for Phase Two (<https://www.moh.gov.sg/news-highlights/details/moving-into-phase-two-of-re-opening>).
- This document provides operational guidance on the safety management measures to all affiliates and private operators in Singapore so they can plan to re-open their facilities from Phase Two onwards and commence kayaking and canoeing programmes and courses, in line with Government timescales, as safely as possible.
- Sport Singapore (SportSG) has been engaging the Singapore Canoe Federation (SCF) on the safe management measures for kayaking and canoeing. The SCF will be publishing our SportSG endorsed safe management plans on our website [www.scf.org.sg](http://www.scf.org.sg) and on Sport Singapore website: <https://circle.myactivesg.com/ssi/safe-return-to-sport> from 19 June onwards.
- This document is guided by current MOH guidelines, SportSG's Advisory for resumption of sport and physical exercise activity for Phase Two, as well as kayaking and canoeing industry and expert input.



# Disclaimer

- The advisory and recommended measures by Singapore Canoe Federation (SCF) must be considered against our remit as the national governing body for Canoeing.
- While all care has been taken in the preparation of these guidelines and templates, Singapore Canoe Federation (SCF) have not and cannot make any representation or warranty that relying on this guide and the templates will ensure the health and safety of individuals in venue or paddling activities. SCF is not liable to users of this guide and templates for any loss or damage however caused resulting from the use of this guide and templates, nor do they accept any responsibility for the accuracy of the information or your reliance upon it. You should consider whether you wish to obtain your own medical and legal advice.



# Return to Paddling

- Affiliates and private operators are advised to plan and prepare for the resumption of their operations for Phase 2 in the following key areas:
  - General Measures of Re-opening of Facilities
  - Safe Management Officers
  - Facilities Access, Screening & Tracing
  - Safe Management Measures (SMM)
  - General Hygiene
  - Education
- The parameters will be reviewed from time to time, and guidelines may change at a later juncture in Phase Two, taking into account how well the measures are implemented by operators and the compliance of the users in these settings, and the broader COVID-19 situation at the time. Please refer to the latest version in order to benefit from the latest best practices.



# Return to Paddling

- Prior to the resumption of paddle sports, it is important to safely prepare the sporting environment. A thorough risk assessment must be carried out, with preparation that is specific to the sporting environment. A resumption of sport activity should not occur until appropriate measures are implemented to ensure safety of all individuals.
- Individuals should not return to sport if in the last 14 days they have been unwell or had close contact with a known or suspected case of COVID-19. In an environment of community transmission of COVID-19, any individual with respiratory symptoms (cough, sore throat, fever or shortness of breath), even if mild, should not to attend any training if they are unwell and should use a cautious approach.
- Anyone who is unwell should be referred to a doctor in accordance with local MOH guidelines. Any individual with a possible case of COVID-19 should refrain from training (even at home) until they have been cleared to do so by a doctor, given the potential for worsening illness.
- It should also be considered that anyone returning to sport and exercise after a period of social isolation and not exercising regularly may be at an increased risk of injury. There should be a graded return to mitigate injury risk, understanding that sudden increase in training load will predispose one to injury.



# General Measures on Re-opening of Facilities

- **Re-opening of Sport and Recreational Facilities.** Sport and recreational facilities, including but not limited to swimming pools, stadiums, fitness studios, gyms, indoor sport halls, outdoor courts, bowling centres, golf courses, managed by public, private and commercial entities, as well as those in condominiums, may be opened from Phase Two.
- **Facility Capacity.** The maximum number of persons allowed at each facility shall be limited according to its Gross Floor Area based on 10 Sqm per person or 50 persons, whichever is lower. This applies to all outdoors, indoors and sheltered facilities that are larger than 50 Sqm. This capacity limit is to minimise the risk of large clusters forming. For facilities smaller than 50 Sqm, facility operators have to ensure that the physical distancing measures are observed.
- **Physical distancing of 2 metres** (2 arms-length) between individuals should be maintained in general while exercising and playing sport. A physical distancing of 3 metres (3 arms-length) between individuals should be observed for indoors high intensity or high movement exercise classes.



# General Measures on Re-opening of Facilities

- **Group activities are limited to no more than 5 participants.** If there is more than one group sharing a space, the groups must not interact and must maintain a distance of 3 metres apart from one another at all times. For organised programmes and classes, an additional service provider (such as an instructor or a coach) from a permitted enterprise may guide the group. Coaches and instructors are also allowed to teach multiple groups if 3 metres between each group of 5 persons is maintained. The coach or instructor must stay with one of the groups at all times.
- **Contact sports** are permitted, notwithstanding the point on physical distancing on the previous slide, with modification to avoid extensive body contact.
- **Mask should be worn as a default.** Masks can be taken off when performing strenuous activities, although it is still recommended as good practice even under such circumstances.
- **Sharing of common equipment should be avoided.** Personal equipment should not be shared. If this cannot be done, then equipment should be wiped down / sanitised frequently. This includes gym equipment such as weights, and sport equipment such as basketballs.
- **Owners or Operators of facilities are responsible** for ensuring safe management measures are implemented, and that their patrons/users comply.



# Safe Management Officers (SMOs)

- Facility operators are to designate a senior staff as Safe Management Officers (SMO) to ensure compliance with the Safe Management Measures (SMM)
- The SMO will be responsible for formulating the implementation plans for the SMM, conducting inspections and checks, as well as maintaining records for subsequent audits by the authorities.
- The SMO is also to update the SMM to suit the need of the venue and as required as the situation develops.
- The overall plan should include an evacuation and contingency protocol.





# Facility Access, Screening & Tracing

## Facilities Access

- Establish dedicated entry/exit points to the venue and movement control within the venue.
- Individuals, coaches or other approved personnel who are unwell, on Stay Home Notice (SHN) or Quarantined Order will not be allowed to enter the venue.
- Clear demarcation of 1 metres safety distance for queues.
- Common areas where people will otherwise congregate should be cordoned off.

## Screening

- Temperature and general well-being screening should be carried out prior to entry into the venue.

## Tracing

- Safe Entry must be implemented at the venue.
- Use of “ TraceTogether ” app to facilitate contact tracing is highly encouraged.



## SMM at All Times

- Any tasks that can be conducted at home, should be done at home (e.g., such as strength & conditioning, cardio exercises, recovery sessions, online meetings)
- Pre-training warm-up and post-training cool-down drills will be permitted if safe distancing measure can be implemented.
- All individuals and coaches to only commute between venues and their residences, without lingering outside before or after the session.
- No socialising or group meals before, during or after the session.
- Do not share drink bottles, towels, or any other personal sporting equipment.
- There should be no unnecessary body contact (e.g. hand shaking, high fives).
- Staggered training timings should be implemented to avoid overcrowding at the venue, also taking into consideration scenarios like an inclement of weather when all individuals need to gather on land.
- All individuals should have a mask on as a default.



# SMM Before Starting Paddling Activities

- All individuals must log their presence at the venue through Safe Entry.
- Maintain the “Get in, train and get out” principle. All individuals should arrive dressed for training and ready to start the session in order to minimise the need to use the changing room.
- Management plans should be in place to prevent/minimise individuals cross contacting equipment when transporting the equipment in/out of storage and to/fro water.
- Where cross contact is necessary, individuals should sanitise hands before and after contact with the equipment.



# SMM During Paddling Activities

- Training groups to be kept small – each group made up of not more than five persons and no mixing between groups. An additional coach or instructor is allowed and will not be considered as part of the group size of 5 (Trainee coaches are not considered as coaches).
- Coaches and instructors are also allowed to teach multiple groups if 3 metres between each group of 5 persons is maintained. The coach or instructor must stay with one of the groups at all times.
- Maintain a physical distance between individuals of at least 2m while engaging in the sport, including during launch and recovery.
- Launch and recovery should be staggered to prevent mixing of groups
- Launch and recovery on the pontoon – Staggered return of groups on the pontoon and physical distance still must be maintained
- Individuals may remove their mask. Mask should be kept in a waterproof bag by each individual.



# SMM During Paddling Activities (Exceptions)

The following SMM are applicable to Canoe Polo and multi-person crafts which the keeping of a minimum physical distance of 2m is not always practicable.

## Canoe Polo

Training/Game may be carried out as long as the contact between individuals is transient and minimal, e.g. a “dip-and-push” manoeuvre to challenge for the ball is deemed as a non-transient contact, organisers/coaches need to effect a rule change to the game or training programme to ensure that contacts are kept transient and minimal. Coaches/individuals should make provisions to allow fixed teams/partners across different sessions, where practicable.

## Multi-person crafts

All individuals will be allowed to use ‘**multi-seat**’ crafts. The maximum no. of paddlers on each craft is capped at the maximum capacity of the craft or “5 paddlers + 1 coach/instructor/leader”, whichever is lower. Safe physical distances should be kept between crafts. Individuals should not change paddling partners during training. Coaches/instructors/leaders/individuals should make provisions to allow fixed paddling partners across different sessions, where practicable.



# SMM During Paddling Activities (Exceptions)

The following SMM are applicable to Canoe Polo and multi-person crafts which the keeping of a minimum physical distance of 2m is not always practicable.

## **Record Keeping**

Detailed records of the players/paddlers present for each session and the team/crew which they are on must be kept, in order to facilitate swift contact tracing, if the need arise.



## SMM After Paddling Activities

- All individuals are highly encouraged to change/shower at home after training to minimise the use of the changing room. If the individual must use the changing room after training (e.g. to change into dry clothes and use public transport to return home), the individual should only towel dry the body and change into dry clothes and return home immediately. A queue system for use of the changing room should be implemented.
- Ensure that all equipment are sanitised before returning to storage. Adhere to the usage guideline set by the manufacturer of the sanitising product.
- All individuals should remember to check out of the venue on Safe Entry.



# General Hygiene

- Make provision for easy access to hand sanitisers at entry and exit to venues, as well as pre, post and during (if practicable) training
- Changing rooms, surfaces and objects in other spaces in use should be cleaned between exercise sessions with disinfectant. Venue operators should also consider implementing regular cleaning times.
- Implement a policy on non-shared use of equipment (e.g. use of allocated PFD, boats and paddles, no sharing of equipment and wipe down of equipment after each use)
- Ensure any indoor venue is well ventilated and aired at regular intervals (i.e. protocol and frequency)





# Education

- Provide education material for individuals to promote required behaviours (e.g. regular and thorough handwashing, covering mouth and nose with a tissue or sleeve during coughing/sneezing)
- Education of all individuals on hygiene practices and promote required behaviours relevant to their sport and environment, i.e. No sharing of drink bottles and towels. No sharing of mats, or equipment without an appropriate cleaning protocol, in between training sessions.
- Display appropriate education material within the facilities.



# Reference

- SportSG Advisory for Resumption Of Sport And Physical Exercise And Activity For Phase Two (“Safe Transition”) date 17 June 2020
- Ministry of Health. “MOH Ministry of Health News Highlights - MOVING INTO PHASE TWO OF RE-OPENING, June 15 <https://www.moh.gov.sg/news-highlights/details/moving-into-phase-two-of-re-opening>
- Ministry of Health. “MOH | Advisories for Various Sectors.” www.moh.gov.sg, May 16, 2020. <https://www.moh.gov.sg/covid-19/advisories-for-various-sectors>
- Ministry of Manpower. “Requirements for Safe Management Measures at the Workplace.” Ministry of Manpower Singapore, updated as of 1 June 2020 <https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures>
- Safe Entry. “General – Team SafeEntry.” support.safeentry.gov.sg, 2020. <https://support.safeentry.gov.sg/hc/en-us/categories/900000064606-General>



These guidelines are updated as of 23 October 2020.

We would like to reiterate that all affiliates and private operators should adhere to the updated COVID-19 measures in the latest MOH and related government advisories.