



## **A Summary of Liquid Footprints' Covid19 Processes and Procedures**

**Activity:** Great Glen Canoe Trail

### **Group sizes**

- Liquid Footprints will only take groups up to a maximum of six per trip.
- Social distancing will be achieved by either placing members of the same household in the same canoes or individuals who have booked on will share canoes but will be briefed on keeping social distancing.

### **Face masks, hand sanitizer and protective gloves**

- Prior to the trip Liquid Footprints will communicate with the participants to confirm that they may bring their own face mask, hand sanitizer and protective gloves if they wish.
- Face masks, hand sanitizer and protective gloves will be provided by Liquid Footprints at the start of the trip free of charge for participants if they wish.

### **Prior to the trip**

- A summary of Liquid Footprints Covid19 processes and procedures will be provided to the lead contact upon booking confirmation.
- Liquid Footprints will also send out the activity declaration form to the group contact that will ask detailed medical questions including whether they as individuals or anyone in their household have had Covid19 symptoms in the last 14 days prior to the trip.
- If they declare they have shown symptoms or have been in contact, they will not be allowed to participate in said activity.
- Prior to equipment being loaded the instructor clean their hands with hand sanitizer.

### **Travel and Transport for the trip**

- Liquid Footprints will open up the possibility for participants to bring their own vehicle to the start of the trip.
- Where transport is required the driver will wear a face mask and there will be the maximum of six participants in the minibus.
- Participants will be required to sit in the back two rows of the minibus and hand sanitizer will be made available upon getting in and out of the bus.
- The windows of the bus will be opened to allow a steady flow of air through the bus.
- No eating or drinking will be allowed in the bus at any time.
- All passengers will be required to wear a face mask unless they have a medical or behaviour condition that that excuses them from this.
- If Liquid Footprints' minibus is used for transporting participants, then after the trip the bus will be cleaned using anti-bacterial wipes and spray and the floor of the bus will be mopped using disinfectant floor cleaner.

### **Handwashing facilities and procedures**

- Liquid Footprints will provide anti-bacterial hand sanitizer throughout the trip.
- Liquid Footprints will also provide a hand washing station with water and anti-bacterial hand sanitizer at each camp.



### **Meet point for first day**

- Meeting point for the first day shall be arranged so that the instructor can maintain the current guidelines for social distancing from the participants.
- This may mean that the meeting place may not be where the trip will take place and participants and instructor may have to travel by vehicle to said start.

### **Handing out and donning of equipment**

- Before handing out equipment the instructor will clean their hands with hand sanitizer.
- Once equipment has been handed to an individual this equipment will remain theirs throughout the trip and no sharing or exchanging of equipment will be permitted.
- The instructor will give a demonstration on how to don equipment and will then guide the participants in said process from current social distance guidelines.
- If participants are struggling with equipment the instructor will make every effort to guide another member of the group to assist said participant in the correct donning of equipment.
- The instructor will directly assist a client as a last resort and shall be wearing a face mask during said intervention.
- The instructor will visually check all participants' equipment to ensure that it is correctly fitted before starting the activity.
- Any equipment not being used for the trip will be moved by the instructor to an area within the Liquid Footprints vehicle to ensure that at the end of the trip it does not get mixed up with used equipment.

### **Launching of canoes**

- Liquid Footprints, in the first instance, shall try to use venues where self-launch by the clients is easy and safe.
- Clients will be given trollies to carry their own canoes to the water, and the instructor will be on hand to ensure participants safety.
- The instructor will give a clear demonstration on how to use the trollies.
- The group brief on how to canoe etc will be done in a spacious area allowing social distancing to be achieved. This again may not take place on the water's edge.
- The instructor will demonstrate a safe method for clients to self-launch and will make a dynamic risk assessment as to whether they will be on the water or remain on land whilst the clients launch.
- When launching, if social distancing cannot be maintained a staggered approach to launching will be used to ensure social distancing.
- If the instructor has to help with launching they will do so wearing a facemask.

### **Once out on the water**

- During the trip the instructor will maintain social distancing with the participant's and their canoes.
- The instructor can share a canoe with only one other participant as the seats are 2m apart and the instructor will ensure that those distances are maintained.
- The instructor and participants will not be required to wear face masks or protective gloves during the trip but can do so if they wish.
- When portages are required round the locks this will be done in a staggered manner to ensure social distancing is achieved.



- Any bags that are to be carried outside the canoe during said portage must only be carried by those that they belong to.
- If the instructor has to help with the participants with any part of the portage they will do so wearing a facemask.

### **Rescues and Emergencies**

- Liquid Footprints will endeavour, in the first instance, to remain close to shore where self-rescue is easily achieved.
- Before the trip, the instructor will give a brief to the participants on self-rescue and how to achieve this.
- All rescues will first be attempted via self-rescue and where same household members are in another canoe assistance will be sought from them.
- If self-rescue and same household assistance is not working or is not available or there seems to be an imminent risk to life, then the instructor will provide direct assistance. The instructor will make every effort to wear a face mask during said rescue but this cannot be guaranteed and a dynamic risk assessment and the level of risk to life will determine whether the instructor has time to don said items.
- If possible, any first aid treatment shall be administered by the individual or with the assistance of the same household under the guidance of the instructor.
- If the instructor has to administer first aid directly then this will be done wearing a face mask and protective gloves. However, this cannot be guaranteed and a dynamic risk assessment and the level of risk to life will determine whether the instructor has time to don said items.

### **Landing and recovering of canoes either during lunch break or at the end of the day**

- Before landing the instructor will ensure that any area used is safe and easily accessible by the group and that social distancing can still be achieved.
- If social distancing cannot be achieved the instructor will stagger the landings to allow space for social distancing.
- Before landing the instructor will give a demonstration of a safe method of landing for the group.
- The instructor will make a dynamic risk assessment as to whether it is best for them to stay on the water or go ashore whilst the participant's land.
- If there is not enough room for social distancing to be achieved, then the instructor will stagger the landing to ensure social distancing.
- If the instructor needs to assist participants with landing, they shall do so wearing a protective facemask.

### **Base camp**

- Participants will not be allowed to enter any other tents that are not their own unless they are from the same household.
- Tents will be placed no less than 2m apart.
- A hand washing station will be setup and only the instructor will be able replenish this.
- The communal toilet bag with shovel will include anti-bacterial wipes. These will be used after each use to wipe down the equipment.
- All participants will be issued with their own toilet roll opened from a new packet. Extra toilet roll will be available.

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- All personal canoeing equipment is to be kept in the participants own tent.
- Only the instructor will do the cooking and cleaning of kitchen equipment. This will be done wearing a face mask and protective gloves.
- All participants will be issued with their own cutlery, plate, bowl and mug and these will remain their own throughout the whole trip. They will also be responsible for washing these themselves.
- Only the instructor may remove food from both the dry storage and the cool box, they must do this whilst wearing a face mask.
- Base camp chairs will be allocated to an individual and these cannot be shared.
- The base camp tent will only allow enough people in that allows social distancing to be maintained.
- If the weather is poor and eating outside is not possible the instructor will bring the food to each of the participants tents.
- For lunches the instructor will lay out the food and each participant will be invited in to make up their own lunch. Instructor and participants must clean their hands with hand sanitizer before starting lunch. Protective face masks must be worn for this and Liquid Footprints will provide these if the participants do not have them.

## **Handing back equipment by participants**

- At the end of the trip participants shall be asked to return the canoes to an area near to the trailer.
- Participants will be asked to wipe down their canoes with anti-bacterial wipes.
- All paddling equipment worn by the participants will be removed by the participants themselves.
- Participants will place all the paddling equipment they have used inside the Liquid Footprints vehicle in a place identified by the instructor.
- Participants will be asked to wipe down any hard equipment such as paddles with anti-bacterial wipes.
- If a client is struggling to remove any paddling equipment e.g. a buoyancy aid, then assistance will be sourced from their own group and guidance will be given by the instructor whilst maintaining social distance.
- If group assistance cannot help with the removal of said equipment the instructor will render assistance whilst wearing a face mask.

## **Post activity equipment management**

- All equipment that has been used that can be wiped down with anti-bacterial wipes will be left to dry naturally.
- All equipment that cannot be wiped down with anti-bacterial wipes will be quarantined for 72hours before being used again.
- Any kitchen equipment including cutlery, plates, bowls and mugs will be washed in a dishwasher and left to dry naturally for a minimum of 72hours.
- Tents that have been used will be mopped inside with anti-bacterial floor wash and left to dry naturally for a minimum of 72hours.



**Response to a client/instructor confirming a positive Covid19 case post activity**

- Liquid Footprints will contact any other groups that the instructor may have worked with since said group and inform that they may be at risk due to their contact with the instructor.
- The instructor will self-isolate for a minimum of fourteen days and so will their family.
- The instructor will also apply to be tested.
- All activities booked in for the next fourteen days will be cancelled and full refunds offered.
- All equipment will be cleaned and wherever possible sterilised with special attention given to those items that were used by the group in question. Equipment will then be quarantined for a minimum of 72 hours.