



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

**Activity:** Canoeing and Luxury Picnic

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

- Prior to the day of the activity 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 free of charge for participants if they wish.

### **Prior to the activity day**

- 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.
- 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 activity**

- Liquid Footprints will make every effort to ensure that all activities refrain from any shared transport eg activities will be planned so that the canoe trip returns to where it started instead of finishing at a different location thus ensuring that there is no need for shuttles.
- Where transport is required the driver will wear a face mask and there will be the maximum of six participants in the minibus.
- The windows of the bus will be opened enough 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.
- 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.
- If Liquid Footprints' minibus is used for transporting participants, then after the activity 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 activity.

### **Meet points**

- Meeting point for activities shall be arranged so that the instructor can maintain the current guidelines for social distancing from the participants.

# Liquid Footprints

The logo for 'Liquid Footprints' features the text 'Liquid Footprints' in a blue, rounded font. The letter 'o' in 'Footprints' is replaced by a footprint icon. A blue water droplet is positioned below the letter 'i' in 'Liquid'.

- This may mean that the meeting place may not be where the activity will take place and participants and instructor may have to walk to the start of the activity.

## **Welcome Brief on the day**

- The welcome brief given by the instructor shall be done in an open area adhering to current social distancing requirements.
- All participants will be asked to clean their hands with hand sanitizer before proceeding with the activity.

## **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 activity 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 activity will be moved by the instructor to an area within the Liquid Footprints vehicle to ensure that at the end of the activity 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.
- In most cases the instructor will place the canoes by the waters edge. Before doing this, the instructor will ensure they have cleaned their hands with hand sanitizer.
- 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 face mask.

## **Once out on the water**

- During the activity the instructor will maintain social distancing with the participants and their canoes.
- The instructor can share a canoe with a client 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 this phase of the activity but can do so if they wish.

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## **Picnic**

- The picnic will be prepared and sourced by The Storehouse who conform with all food standards requirements.
- Food will be collected wearing a protective face mask.
- Each item of food will be sealed in its own individual container e.g. salmon sandwiches in one box and chocolate cake in another box. These boxes will not be opened until lunch is to be taken.
- Before the picnic starts the instructor and participants will all wash their hand with hand sanitizer.
- The instructor will ask the participants to remove lunch from the cooler themselves to ensure no unnecessary third-party contact and to serve themselves tea and coffee.
- All cutlery, cups and plates will be bio-degradable thus ensuring that no two people share the same item. Said items will then be placed in a bin bag by the participants and the instructor will dispose of this upon return to the store.

## **Rescues and Emergencies**

- Liquid Footprints will endeavour, in the first instance, to select venues where that self-rescue is easily achieved.
- All rescues will first be attempted via self-rescue and group assistance.
- If self-rescue and group assistance is not working 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 in question or by the group to the individual 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 activity**

- Before landing the instructor will ensure that any area used is safe and easily accessible by the group.
- 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 participants 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 touch the client's canoes, they shall do so wearing a protective face mask.

## **Handing back equipment by participants**

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- At the end of the session the instructor will ask the participants to wipe down their canoes with anti-bacterial wipes.
- The instructor will recover and load the canoes.
- All paddling equipment worn by the participants will be removed by the participants themselves.
- At the end of the session participants will be asked to wipe down any hard equipment such as paddles with anti-bacterial wipes.
- Participants will place all the paddling equipment they have used inside the Liquid Footprints vehicle in a place identified by the instructor.
- 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.
- All participants will be asked to wipe down both canoes and paddles they have used with anti-bacterial wipes.

## **Post activity equipment management**

- All equipment that has not been used by participants will be returned to the active equipment area.
- 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 set-aside for 72hours between group use.

## **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. Equipment will then be quarantined for a minimum of 72 hours.