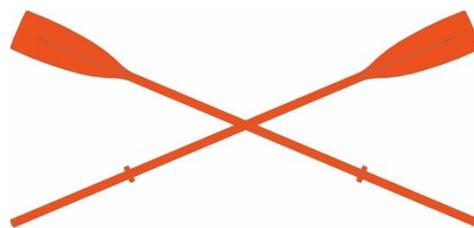


CHAMPION OF THE THAMES (CAMBRIDGE) ROWING CLUB



**CHAMPION
OF THE THAMES
CAMBRIDGE**

Standard Operating Procedure

CHA-SOP-001

Equipment Cleaning Processes To
Mitigate COVID-19 Transmission Risks

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Reviewed By: Carole Mills	18 th June 2020
Reviewed By: Sam Venn	18 th June 2020
Approved By: Trish Reed	19 th June 2020
VERSION:	1
Previous Version:	N/A
Changes from previous version:	New SOP
Review Date:	16 th July 2020

TABLE OF CHANGES

Version Number	Section Reference	Detail
1	N/A	New SOP

1. PURPOSE OF THIS DOCUMENT

- 1.1. COVID-19 describes the disease caused by the novel coronavirus SARS-Cov-2 which the WHO declared a global pandemic on 12th March 2020.
 - 1.1.1. Information on the epidemiology of SARS-Cov-2 can be accessed via the UK Government website: <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-background-information/wuhan-novel-coronavirus-epidemiology-virology-and-clinical-features>
- 1.2. SARS-Cov-2 is highly contagious, transmitted from person to person primarily through respiratory aerosols (coughs, sneezes, breathing) but also can be transmitted via inanimate objects and fabrics (i.e. clothes) where the virus can remain viable for up to 5 days.
 - 1.2.1. Fine aerosols produced by breathing can disperse over a distance greater than 2m and settle on surfaces including those of equipment in use.

- 1.2.2. In addition to these modes of respiratory transmission, SARS-Cov-2 has also been found in urine, faeces and all other bodily excretions apart from sweat.
- 1.3. Transmission is affected by both duration and proximity of contact; individuals should not be too close to other people for more than a short amount of time.
 - 1.3.1. It is possible to reduce the risks of transmission by limiting the number of people that any given individual comes into contact with regularly.
- 1.4. This document describes the detailed cleaning procedures to be followed by all club members in contact with shared club equipment.
 - 1.4.1. As of 16th June 2020, this document applies to club members who are a part of the Phase A+ return to rowing at Champion of the Thames.
 - 1.4.2. Phase A+ describes single and double sculling where blades are issued for use by 2 persons and are stored away from Clare BH. Boats are shared by no more than 4 people. Double sculls may only be used by people who share a home.
- 1.5. Clare BH concerns the boathouse (both upstairs and downstairs interior spaces), boat racking to the sides and hardstanding in front of the boathouse.
- 1.6. It is expected that all club members who are using club equipment agree to and abide by the processes set out in this document.
- 1.7. Where non-adherence to the policy is observed, other club members are encouraged to remind people as to their responsibilities to reduce the risk of transmission.
 - 1.7.1. Should this be repeatedly observed, club members are encouraged to report their concerns to the club captain (Trish Reed) who will take action.
 - 1.7.2. This document has been prepared using 'Return to Rowing version 2' guidance documents published by British Rowing on 4th June 2020 <https://www.britishrowing.org/2020/06/coronavirus-advice-return-to-rowing-version-two/> and using information from Concept 2 on cleaning procedures for blades <https://www.concept2.com/service/oars/handle-and-grip-care#:~:text=Gently%20scrub%20the%20grips%20with,soak%20grips%20in%20either%20solution.>
- 1.8. Champion of the Thames RC is committed to ensuring the health and safety of all club members so has established a policy and a set of processes outlined, including this one, to reduce the risks of SARS-Cov-2 transmission. This document was prepared following a risk assessment (Post COVID-19 Sculling Activity v2, prepared 11th June 2020)
- 1.9. This document will be reviewed on at least a monthly basis and will follow guidance documentation published by UK government and British Rowing.
- 1.10. Should club members have comments on this SOP or suggestions for its improvement, these should be made by email to the captains which will be considered by at least the next document review cycle.

2. CLEANING OF CLUB EQUIPMENT

- 2.1. According to British Rowing Return to Rowing v2 guidance, boats and other shared equipment should be cleaned before and after each use using a 50:1 water:bleach solution.

- 2.1.1. Equipment referred to includes blades, paying particular attention to the handles, boats (inside and outside) and shoes.
- 2.2. All club members in Phase A+ who have been issued access to equipment will also be issued with a spray bottle for preparation of equipment cleaning solution.
- 2.2.1. Club members are required to provide cleaning solutions required. If they are unable to, they must inform the captains.
- 2.3. If members use gloves whilst cleaning equipment, these MUST NOT be shared.
- 2.4. Bleach is harmful to the environment and so every effort should be made to reduce run off to the waterways.
- 2.4.1. Use of paper towels to wipe areas with bleach allows a little to go a long way, reducing the risk to the environment.

3. PREPARATION OF BLEACH SOLUTION

- 3.1. British Rowing guidance recommends the use of 50:1 water:bleach solution for cleaning of all equipment before and after use.
- 3.2. It is recommended, though not necessary in a household situation, to wear gloves and long sleeves when preparing bleach solutions to avoid skin contact.
- 3.2.1. Should bleach come into contact with the skin, rinse liberally with water.
- 3.3. Dilute thick household bleach to a ratio of approximately 50:1 water:bleach.
- 3.3.1. For a 500ml solution, use 10ml bleach and make up to a final volume of 500ml using water.
- 3.3.1.1. 10ml is 2 teaspoons or a 10ml syringe can be obtained from Carole Mills who has a stock for this purpose.
- 3.3.2. Thick household bleach (such as Domestos and Supermarket own label Thick Bleach) contains ~4.5% Sodium Hypochlorite which is the active disinfectant. Once diluted, the bleach will be at a concentration of approximately 0.1%. Household bleach also contains soap and non-ionic surfactants which are able to disrupt the 'envelope' of the COVID-19 virus.
- 3.3.3. Should you be using thin bleach, adjust the dilution factor such that a 0.1% solution of hypochlorite, often labelled as 'available chlorine' is produced.
- 3.4. Add water to use below the 500ml mark.
- 3.5. Then add 10ml bleach to the water.
- 3.6. Screw on the spray nozzle and invert gently to mix the solution.
- 3.6.1. As household bleach contains soap, foam will form. Ensure that the foam doesn't overflow from the bottle.
- 3.7. **WARNING: Bleach at 50:1 dilution WILL bleach your clothes!**

4. EQUIPMENT TO BRING TO THE BOATHOUSE

- 4.1. When arriving at the boathouse, all club members using club equipment must bring the following equipment to clean equipment:
 - Full spray bottle containing 50:1 bleach solution
 - Paper towels/kitchen roll

- Bag to dispose of used paper towel/kitchen roll
- Hand sanitiser

5. BEFORE YOU BOAT

- 5.1. Clean down blades according to the procedure outlined below (Section 6)
- 5.2. Clean down the outside of the boat, specifically the areas that you are handling before you pick it up from the racks.
- 5.3. Clean down the inside of the boat before you get in.
- 5.4. Paper towels used for wiping the boat should be placed in a carrier bag for disposal once you return home. This should be stored on the hard or near the boat racks whilst you are on the water.

6. CLEANING BLADES

- 6.1. Blades should be cleaned before you handle them and again after use.
- 6.2. Spray the loom and handle with bleach solution. Avoid creating splashes whilst cleaning.
- 6.3. Using a disposable paper towel (kitchen roll will suffice), wipe the entire blade, paying particular attention to the handle which you will have come into the most contact with. The handle is also the most likely area of the blade to be scuffed and have cracks and scuffs where fluids may have built up.
- 6.4. For a deeper clean, a 10:1 solution water:bleach may be used (available chlorine, 0.45%) and the grips scrubbed with a nylon brush (e.g. a vegetable cleaning brush)
 - 6.4.1. If stronger bleach is used, blade handles must be rinsed with water following cleaning and they must not be soaked in bleach as this will damage the handle over the long term.
- 6.5. Dispose of the paper towels used in the bag you have brought with you and dispose of this in a bin at home.

7. CLEANING THE INSIDE OF THE BOAT & GATES

- 7.1. This should be carried out before and after boating. Leave extra time to ensure you are able to fully clean down equipment before the next booking. COVID-19 is dispersed by respiratory aerosols which will settle on equipment whilst in use and so the inside of the boat is the main risk area for surface-based transmission.
- 7.2. As trestles are not available as Clare BH is currently closed, the inside of the boat should be cleaned once it has been placed on the water or before it is returned to the racks.
- 7.3. Spray and wipe the gates BEFORE handling to insert the blade.
- 7.4. Spray the shoes and stretchers with bleach solution and wipe down with a fresh paper towel.
- 7.5. Spray the runners and seat and wipe down.

- 7.6. Spray the rest of the inside of the boat and wipe down with a paper towel.
- 7.7. Dispose of the paper towel in the same bag as used for other paper towels used for boat cleaning.

8. CLEANING THE OUTSIDE OF THE BOAT

- 8.1. Before an outing, spray and wipe the boat on areas where you will need to touch the boat
- 8.2. After an outing (and after cleaning the inside of the boat), return the boat to the racks and spray areas you have handled and wipe down.
- 8.3. Wipe down the boat with a paper towel and dispose of the towel in the bag.
- 8.4. The boat is now ready to take on an outing or to put away for storage.

9. LEAVING THE BOATHOUSE

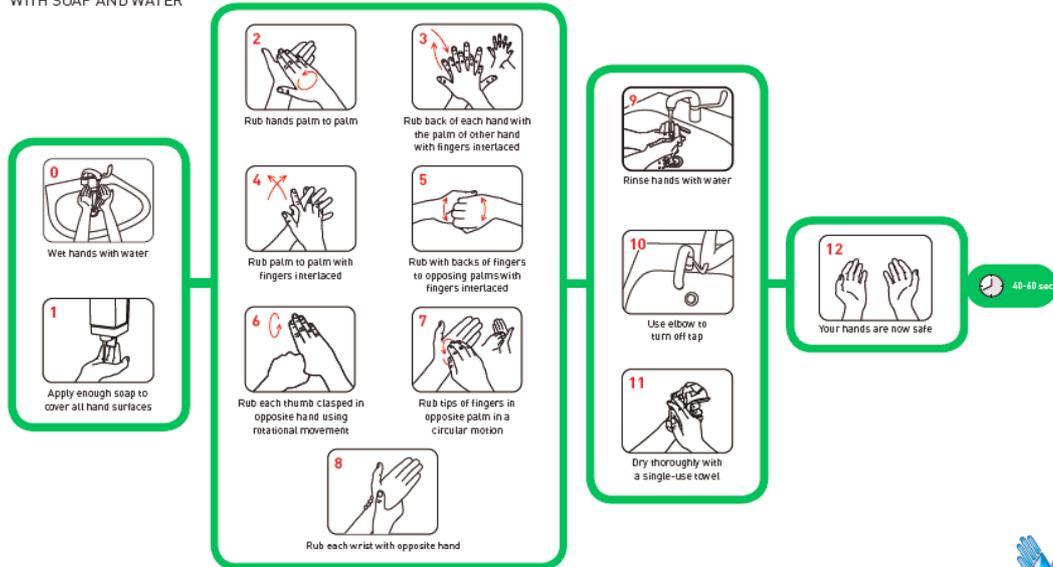
- 9.1. Following returning equipment to storage at the boathouse, sanitise your hands with hand sanitiser (70% alcohol). See Appendix 1 for hand sanitising instructions.
- 9.2. Once you arrive at home, wash your hands thoroughly with soap and water.
- 9.3. Take the bag containing used paper towels, tie it and dispose of in your general waste bin at home.
- 9.4. Paper towels **MUST NOT** be disposed of at the boat house to avoid risk of cross-contamination.

APPENDIX 1: UK GOVERNMENT HANDWASHING AND HAND SANITIZING GUIDELINES

HAND CLEANING TECHNIQUES

How to handwash? WITH SOAP AND WATER

NHS
National Patient
Safety Agency



www.npsa.nhs.uk/cleanyourhands

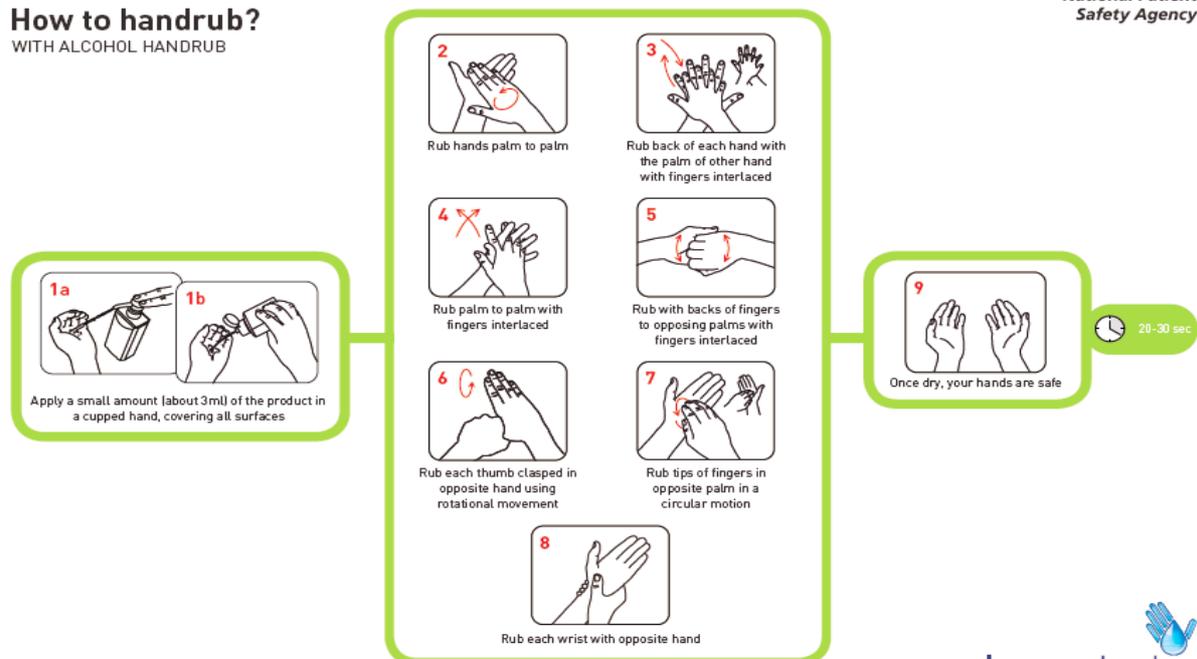
Adapted from World Health Organization Guidelines on Hand Hygiene in Health Care

cleanyourhands®
campaign

HAND CLEANING TECHNIQUES

How to handrub? WITH ALCOHOL HANDRUB

NHS
National Patient
Safety Agency



www.npsa.nhs.uk/cleanyourhands

Adapted from World Health Organization Guidelines on Hand Hygiene in Health Care

cleanyourhands®
campaign

APPENDIX 2: CLEANING GUIDANCE FOR NON-HEALTHCARE SETTINGS

UK government released guidance on decontamination processes for non-healthcare settings is found here:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Information below has been directly copied from the government guidance on cleaning when a person is suspected to have COVID-19 on 12th May 2020. In principle, much of this applies as good cleaning practise to reduce transmission risks on shared surfaces.

What you need to know

- cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people
- wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished
- using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles
- if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron
- wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning

Background

Experience of new coronaviruses (SARS-CoV and MERS-CoV) has been used to inform this guidance. The risk of infection depends on many factors, including:

- the type of surfaces contaminated
- the amount of virus shed from the individual
- the time the individual spent in the setting
- the time since the individual was last in the setting

The infection risk from coronavirus (COVID-19) following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.

Principles of cleaning after the case has left the setting or area

Personal protective equipment (PPE)

The minimum [PPE](#) to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where unwell individuals have slept such as a hotel room or boarding school dormitory) or there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary. The local Public Health England (PHE) Health Protection Team (HPT) can advise on this.

Non-healthcare workers should be trained in the correct use of a surgical mask, to protect them against other people's potentially infectious respiratory droplets when within 2 metres, and the mask use and supply of masks would need to be equivalent to that in healthcare environments.

Cleaning and disinfection

Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine

or

- a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants

or

- if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses

Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

Laundry

Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.

Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.

Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

Waste

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

1. Should be put in a plastic rubbish bag and tied when full.
2. The plastic bag should then be placed in a second bin bag and tied.
3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

- if the individual tests negative, this can be put in with the normal waste
- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment