

# **Paddlesport guidance for Phase 3 of the Scottish Government COVID-19 Route Map**

Effective 24th September 2020



**Scottish Canoe Association  
Comann Curach na h-Alba**

## INTRODUCTION

This SCA paddling guidance has been updated for the latest version of Phase 3 of the Scottish Government's COVID-19 Route Map.

Our priority remains to protect the health of our members, volunteers and staff and the wider community and help to suppress the spread of the COVID-19 virus.

**IMPORTANT: People who are symptomatic should self-isolate for 10 days; household members for 14 days as per info on NHS guidance.**

**If you need to sneeze or cough, do so into a tissue or upper sleeve. Dispose of your tissue into an appropriate bin supplied at the venue or place in a plastic bag and take home. Wash your hands afterwards for 20 seconds.**

**These guidelines should be read in conjunction with any updated Scottish Government guidance. Whilst most paddlesport activity can now take place, the way in which it takes place will not be 'normal' and enhanced measures and protocols will be required.**

If you have any questions about the guidance please don't hesitate to contact us [hello@canoescotland.org](mailto:hello@canoescotland.org)

## PHASE 3 GUIDANCE

This guidance takes effect from 24th September. Most forms of canoeing, kayaking and paddleboarding can take place, subject to the following guidance:

### 1. Paddling Activities

- a. There are no restrictions on the type of **outdoor** paddlesport activity able to take place, providing other areas of this guidance are adhered to
- b. Planned non-contact activity can take place **indoors**. Organisers should check with the facility operator before planning their activities. See [Coronavirus \(COVID-19\): Guidance for the opening of indoor and outdoor sport and leisure facilities](#) for further information about the opening of facilities.
- c. In addition, for organised activity taking place in a swimming pool refer to the guidance in [Appendix F](#)

### 2. Group Size

- a. **Informal Paddling** can take place in groups of up to 6 people from a maximum of 2 households. Under 12s do not count towards this total providing they are from the two households. If a group is composed entirely of 12 to 17 year olds then the limit of 6 people must be kept to but there is no limit on the number of households.
- b. **Organised Activity** can take place in groups of up to 30 people. Field of play (see below) applies only for the duration of the activity. For the purposes of this guidance Organised Activity is where **all** the following criteria are met:
  - activities are undertaken in a structured and managed way
  - activities follow SCA guidance and any other relevant guidance
  - activity is overseen by an appointed [COVID Officer](#) who has completed the free [sportscotland elearning](#)
  - a documented risk assessment is undertaken and mitigating actions put in place to ensure the health, safety and welfare of participants, coaches and officials
- c. The limit of 30 for Organised activity may, in exceptional circumstances, be increased to include additional coaches, officials and support staff but only where it has been agreed in advance with the Scottish Canoe Association.

### 3. Physical distancing and Field of Play (for Organised Activity only)

- a. Under 12's do not need to physically distance at any time.
- b. For anyone over 12 a 'field of play bubble' can be created whilst an organised sporting or leisure activity is taking place.

- i. Outdoor activities: the 'field of play bubble' suspends physical distancing guidelines for the duration of the activity.
    - ii. Indoor activities: these should be planned so that the 2m physical distancing can be maintained however the 'field of play bubble' means that occasional and unplanned breaches of the 2m physical distancing are possible. Indoors, where there is an expectation of close contact (less than 2m), activities must not take place.
  - c. For outdoor activities, where there is likely to be close contact (less than 2m) between participants aged 12 years or over, mitigating actions must be put in place to minimise risk and keep participants safe. For instance
    - i. Reducing the numbers of participants and adapting the activity to reduce the possibility that physical distance is less than 2m.
    - ii. As soon as a participant has completed the activity, training session or event, they should leave the area in which the activity is taking place and ideally leave the venue
  - d. Where a disabled participant requires functional support to help them participate coaches or carers can provide this without maintaining physical distancing. In such circumstances the responsible 'Covid Officer' should consider appropriate mitigating actions as part of the risk assessment. For instance, providing appropriate PPE, limiting the number of participants an individual provides functional support to, limiting the duration spent in close proximity, or a combination of actions.
  - e. Where an employee is providing an activity, relevant workplace risk assessments and consultation should take place in advance of any activity being undertaken. See the Businesses, workplaces and self-employed people section at Scottish Government: Coronavirus in Scotland.
4. **COVID Officer** - Clubs, Centres and other organisers of paddlesport activity should appoint a [COVID Officer](#) to ensure all appropriate management processes are in place and effectively oversee and maintain the implementation of measures outlined in guidance. A free **sportscotland** e-learning module for [COVID Officers](#) is [available here](#)
5. **Travel** -
  - a. People should not car share with those from outside their household.
  - b. Where shared travel is required as a part of commercial, tourism or educational activity, follow the advice at [Coronavirus \(COVID-19\) Phase 3: Staying safe and protecting others](#).
6. **Risk Assessment** - as is standard practice for all paddlesport activity a risk assessment should be carried out prior to the activity taking place. Please see

Appendix A.

7. **Equipment** - Paddlers are encouraged to use their own equipment. Where equipment is to be used by individuals from more than one household (such as shared / borrowed equipment at a club or centre), refer to the [Appendix C](#) for further details. For guidance on accessing an outdoor compound or storage safely please see [Appendix C](#).
8. **Indoor Storage** - Access to indoor storage areas is permitted. The club/centre committee/management should ensure mitigating actions are put in place to minimise the risk of virus transmission including physical distancing, hygiene and cleaning measures.
9. **Toilets, Changing Rooms, Showers** -
  - a. Use of changing rooms and showering facilities should be avoided where possible. They may be made available for participants with disabilities or special needs.
  - b. Toilets may be open for public use as long as the guidelines outlined on the Scottish Government website [Opening Public Toilets Guidelines are followed](#).
10. **Be kind, friendly and considerate to everyone you meet** - deliberately being kind, friendly and considerate to everyone you meet whilst out is an incredibly powerful way to show that we are united against COVID-19. This behaviour could make a really positive difference to someone else's day.
11. **First Aid Protocols** -
  - a. Ensure access to first aid and emergency equipment is maintained and has been updated appropriately for the COVID-19 pandemic and first aiders have appropriate training.
  - b. In the event of first aid treatment being required it is recognised that a suitably qualified person, coach or supervising adult may be required to attend to the injured participant. The [COVID Officer](#) should consider processes for managing this as part of their risk assessment. This could include but not be limited to; Provision of suitable PPE, Training of coaches/supervising adults, Presence of one parent/guardian being required at the activity for children/vulnerable adults.
  - c. Follow the COVID-19 [advice from the Resuscitation Council \(UK\)](#) particularly in respect of any required resuscitation after major injury or drowning.
12. **Screening, Test and Protect** -
  - a. Participants should be asked to complete a self-declaration about their health and circumstances before attending a session. Templates available from [canoescotland.org/covid](#)
  - b. The organiser of the session/event must keep a record of attendees for 21 days in accordance with the Scottish Government [Test and Protect](#)

process.

- c. NHS Scotland has launched a [free mobile app](#) designed to help with contact tracing efforts and slow the spread of COVID-19. The Protect Scotland app will alert users if they have been in close contact with another app user who tests positive for coronavirus.
13. **Cafe, restaurant and bar services:** Clubs/Centres etc can re-open to provide indoor bar and restaurant services if following SG guidance. Further information is available at [Scottish Government: Tourism and Hospitality Guidance](#).
  14. **Communication with participants:** You should communicate with participants setting out what they are doing to manage risk, and what advice they are giving to individuals before, during and after visits to the venue/activity. Make participants aware in advance of measures you are putting in place at your venue, and guidelines they are asked to follow.
  15. **Primary and Extended Activity -** Organisations whose primary, or additional activities fall under the jurisdiction of another sector such as Tourism, Education, Hospitality, Childcare or Retail should refer to the Scottish Government guidance or other umbrella guidance on these areas.
  16. **Cleaning and Hygiene**
    - a. Hand sanitiser should be at least 70% alcohol based.
    - b. Clear guidance and plans are needed for cleaning of facilities and equipment, and waste disposal. For instance, common touchpoint surfaces (gates, door handles, handrails etc) should where possible be left open but if not possible, regular cleaning with disposable gloves should be undertaken.
    - c. Cleaning products should conform to EN14476 standard or any detergent is followed by chlorine releasing agent. See [Appendix C](#) for more information.
  17. **Face Coverings**
    - a. Those accessing indoor spaces must wear face coverings, before and after activity.
    - b. Face coverings may not be required when using hospitality services such as café's, bars and restaurants. For further information refer to Scottish Government [Coronavirus \(COVID-19\): tourism and hospitality sector guidance](#).
    - c. Sports facility operators should ensure participants and visitors wear face coverings, if indoors, before and after activity or when in non-playing areas of the facility. For example: reception, locker rooms and storage areas. This is a mandatory requirement except where an exemption applies, or where there is a 'reasonable excuse' not to wear a face covering. For example, if you have a health condition or you are

- disabled, including hidden disabilities such as autism, dementia or a learning disability.
- d. Be aware that face coverings discriminate against some deaf people who need to look at lips to help communicate. Staff in facilities should be made aware that it is okay to remove their face coverings to communicate with someone who relies on lip reading and facial expressions.
  - e. Face coverings may not be required when using hospitality services such as café's, bars and restaurants. For further information refer to Scottish Government Coronavirus (COVID-19): tourism and hospitality sector guidance.
  - f. The Coronavirus (COVID-19) Phase 3: staying safe and protecting others, face coverings provides guidance on general use and exemptions.
18. **Sensitivity to the environment** - Remember all the normal considerations for protecting the environment, such as Check Clean Dry.
19. **Access** - Our right of responsible access under the Scottish Outdoor Access Code remains in place. Park cars well away from other vehicles in order to maintain physical distancing at all times
20. **SCA membership** - Members of clubs who are not full members of SCA are only insured when taking part in organised club activity. If paddlers want to ensure they are insured they can take out individual SCA membership if they wish to paddle independently of the club. [www.canoescotland.org](http://www.canoescotland.org)
21. **Insurance** - To operate within the scope of the British Canoeing/SCA insurance, follow the Scottish Government and SCA guidance. If utilising independent insurance, check with your insurer
22. **Equality and Inclusion** - It is more important than ever to consider inclusive guidance for people who need extra support to be active and organisers should consider this as part of their work to encourage people to return.
23. **Closely follow all advice** from the Scottish Government in relation to Coronavirus. [gov.scot/coronavirus](http://gov.scot/coronavirus)
24. **Local Outbreaks or Clusters of Coronavirus Case** - Scottish Government travel advice and guidance relating to local outbreaks or clusters of coronavirus cases is available at [Coronavirus \(COVID-19\): local advice and measures](#). Where a local outbreak has been reported, organisers within this locality should review Scottish Government 'local measures' guidance, their operational risk assessment and consider if additional mitigating actions should be put in place to reduce risk. This may, for example, include; suspending activity, enhancing hygiene and physical distancing measures or introducing additional activity restrictions.

## Appendix A - Coached, led, guided and other organised activities

1. New participants - Why not consider what you can offer to newcomers?
2. There is no limit on the number of households a coach/provider may interact with in a day. There is a limit of 30 people permitted within an organised session however group size should be kept to a minimum. Physical distancing should be maintained except where a 'field of play' is established.
3. Paddlers taking part in coached, led, guided, or other organised activity should expect those arranging the activity to put in place suitable measures that reduce the likelihood of COVID-19 transmission.
4. Participants should expect to be made aware of the measures being implemented, and in turn they are expected to comply as requested.
5. Where applicable, all bookings and payment should be operated online or by phone. Keep an accurate record of attendance for each session so that if someone reports as having tested positive for COVID-19 Test and Protect can easily be implemented.

## Appendix B - Governing Body Awards

1. All British Canoeing courses can now take place, subject to measures outlined in this and other guidance. Some adjustments to delivery may be required.
2. Normal SCA Course Authorisation applies. Providers who wish to deliver courses in this phase must attend a community of practice webinar to discuss the arrangements for the course with SCA and other Providers. Register your interest with SCA to attend.
3. SCA staff will continue to engage with providers of awards via the dedicated Facebook group and through online meetings to assist providers to make appropriate decisions on delivering courses in this phase.
4. Minimum ratios have been adjusted to allow programmes to be offered. Refer to British Canoeing Awarding Body guidance.

## Appendix C - Guidelines for accessing equipment

Organisations and individuals that provide paddlesport activities are responsible for planning and risk assessing how they operate. Where people might touch the same object/surface it is essential to implement the SCA guidelines below. This information should be given to all those engaged with this process either by sharing this document or briefing those concerned.

Even if all the advice is followed it does not guarantee that the risk of contracting COVID-19 is completely eliminated. The aim is to limit the chance of the virus being



passed either directly from one person to another, or from contact from shared surfaces.

Limits on the number of participants accessing facilities should be risk assessed to ensure physical distancing can be maintained.

The basic principles are to **minimise person-to-person infection** and **minimise the chance of infection from contact with surfaces**.

1. Maintain physical distancing between household groups. Access will need to be managed in order to facilitate physical distancing.
2. Those accessing indoor spaces must wear face coverings.
3. Brief members/participants/staff on procedure for accessing equipment
4. Every person to wash hands using soap and water or 70% Alcohol hand sanitiser prior to gaining access to the premises, if they come into contact with surfaces and when leaving. Hands should be visibly clean before using hand sanitiser to ensure effectiveness.
5. Avoid touching your face at all until hands have subsequently been washed or cleaned
6. Ensure mitigating actions are in place to minimise the risk of virus transmission including physical distancing, hygiene and cleaning measures.
7. Appropriate hygiene measures must be put in place and followed at all times. This includes appropriate PPE for the designated persons/household to ensure the operator is safeguarded.
8. Care must be taken not to touch surfaces which have not been disinfected.
9. All surfaces must be disinfected afterwards using the cleaning protocols outlined in this [Appendix D](#).

## Appendix D - Cleaning Protocols for Equipment and Stores

### Cleaning protocols for equipment stores

Cleaning of equipment is a core measure to be implemented and provision should be made for this.

Further information on cleaning can be found at: [Health Protection Scotland: General guidance for non-healthcare settings](#)

### Cleaning products and equipment

- 70% alcohol hand sanitiser or 70% alcohol cleaning spray which must be applied with a cloth. Caution should be taken, particularly with sprays, as alcohol is flammable.
- Domestic household bleach containing 5-6% bleach diluted 1 part bleach to 49 parts water minimum to achieve a 0.1% solution, applied with a cloth.

(Household bleach may be supplied in other concentrations e.g. commonly between 3-8%. Diluted bleach will degrade with time and should be prepared on the day it is required.)

- Protective gloves, these may be cleaned and dried for reuse if not disposable
- Disposable cloths soaked in disinfectant, ideally biodegradable
- Waste bags for safely disposing of used cleaning materials

All disinfectant solutions should be stored in opaque containers, in a well-ventilated, covered area that is not exposed to direct sunlight and ideally should be freshly prepared every day.

*Follow all manufacturer's instructions for Personal Protective Equipment required and use of any product used for cleaning. Reference should be made to the Control of Substances Hazardous to Health [COSHH](#) regarding the handling, storage, use and disposal of chemicals.*

### **Cleaning Procedures for Premises**

1. **Wipe down** all touch points using cleaning products such as - padlocks, door handles, light switches etc. to remove any dirt from surfaces, as this would reduce the effectiveness of disinfecting the surface afterwards.
2. **Disinfect** all touch points using alcohol or diluted bleach as described above.

### **Cleaning Procedures for Paddlesport Equipment**

Equipment that is only accessed and used by one individual or within a household group does not need to be cleaned if no one else makes contact with it.

Procedures must be in place to ensure that no one makes contact with other people's personal or designated equipment beyond a household group. A colour coding or numbering system could be used for this. All participants and others who have access to the equipment must be briefed on the procedures.

Where assistance outside a household group is required to carry heavy equipment such as boats, hands should be cleaned before and after lifting. 70% alcohol hand sanitizer should be carried by all paddlers for this purpose.

Where equipment is touched or used by others there are two options:

#### **Option A - all equipment is quarantined for 72 hours between use**

Given that the cleaning of equipment is difficult, the preferred recommendation is to rinse to remove any visible dirt, dry and allow a period of 72 hours between the use of any equipment by members from different household groups.

## **Option B - equipment is cleaned following the guidance in this document after each use**

Equipment manufacturers do not recommend using chemicals to clean equipment as it might shorten its life and/or change its appearance but recognise that it might be required in order to adequately clean equipment between sessions where different people will use it.

If equipment needs to be used frequently then this option should be used and particular attention paid to touch points such as toggles, around the cockpit or gunwales, hatch covers and paddle shafts.

Examples of cleaning procedures are available from [Peak UK](#) and [Hou Canoes](#)

The processes outlined here are designed to minimise the chance that a paddlesport activity will be a focus of transmission. Remember also that the young and otherwise fit are the most likely to be asymptomatic carriers.

## **Appendix E - Further sources of information**

- [Scottish Government COVID-19 information](#)
- [sportscotland](#)
- [Scottish Government guidance on Tourism and Hospitality \(including adventure tourism\)](#)
- [Scottish Government guidance on fully outdoor care settings](#)
- [St. John's Ambulance: Covid-19 advice for first aiders](#)
- [HSE: First Aid during the coronavirus](#)
- [Coronavirus \(COVID-19\): guidance on the opening of indoor and outdoor sport and leisure facilities](#)
- [Coronavirus \(COVID-19\): tourism and hospitality sector guidance.](#)
- [Retail Sector Guidance](#)
- [Getting Your Facilities Fit for Sport](#)
- [Getting your coaches ready for sport](#)
- [Health Protection Scotland: General guidance for non-healthcare settings](#)
- [Health Protection Scotland: Cleaning in a non-healthcare setting](#)
- [Health Protection Scotland: Hand hygiene techniques](#)
- [St. John's Ambulance: Covid-19 advice for first aiders](#)
- [HSE: First Aid during the coronavirus](#)
- [Child Wellbeing and Protection Considerations](#)

## Appendix F - Swimming Pool guidance

1. **Communication** - All participants, parents, coaches and volunteers must be made aware of the pool procedures prior to attending pool sessions.
2. **COVID Officer** - Clubs and other organisers of paddlesport activity in pools should appoint a [COVID Officer](#) to ensure all appropriate management processes are in place and effectively oversee and maintain the implementation of measures outlined in guidance. A free **sportscotland** e-learning module for [COVID Officers](#) is [available here](#). It may be useful for other coaches and officials involved to also complete the training.
3. **Prior to the resumption of pool sessions** - Liaise with pool management so they can brief coaches, volunteers, club officials etc. on the changes to procedures for:
  - a. Entering the facility
  - b. Changing room and showering
  - c. Access and egress to/from the pool
4. **Drop off** - During drop off and pick up:
  - a. Maintain physical distancing between participants and those providing transport. Drivers should avoid waiting to pick up and drop off participants. Consider arrangements for concurrent sessions and changeover between different groups.
  - b. Participants should avoid arriving early. Parents that are collecting children should arrive at a planned time so that participants from different sessions do not mix. If a Parent /Guardian is required to assist their child changing after the activity this needs to be managed so that 2m physical distancing can be maintained.
5. **Face Coverings** - to be worn before and after activity in non playing areas of the facility (including reception, locker rooms and storage areas and elsewhere required by the pool management). Face coverings do not need to be worn when undertaking physical activity, exercise or showering/changing.
6. **Spectators limited** - Where permitted by pool management, only one parent/guardian per child/family, if required and these should be kept distanced from participants and the activity. Parents/guardians must maintain physical distancing from each other at all times.
7. **Registration and payments** - Where possible payments and registration should take place prior to attending the session as per the **Screening, Test and Protect section**.
8. **Changing Rooms and Showers** - Participants should aim to shower at home before and after each session, arrive changed ready for the activity. So the use of changing rooms is kept to a minimum and for as little time as possible.

9. **Cleaning kit** - Where equipment is in frequent use (within 72 hours), a cleaning protocol must be in place. Boats, paddles, spraydecks, buoyancy aids etc should be sanitised between sessions. Submersion in a chlorinated pool is viewed as sufficient. While putting equipment away, points of contact must be minimised and then sanitised, following the guidance in [Appendix D](#).
10. **Physical distancing** - Whilst “field of play bubble”, (defined in point 3 of the main paddlesport guidance), is permitted indoors, activities where there is an expectation of close contact (within 2m) must not take place.  
  
Indoor contact activities are not permitted at this time, such as Canoe Polo and other contact games.
11. **Number of boats in the pool** - The number of boats that can be in the pool at the same time may need to be reduced to maintain 2m physical distancing.
  - a. Start off with fewer boats/people and increase as you gain experience and confidence that 2m physical distancing can be maintained.
  - b. Consider the group’s paddling ability and how capable the paddlers are to maintain physical distancing.
  - c. Consider how the pool might be divided up into different areas using lane ropes etc. to help maintain physical distancing.
12. **Sessions** - Consider adopting a phased approach for your club to returning to running pool sessions:
  - a. Start with a session for the coaches and officials to gain experience with the new arrangements and to try out ideas for coaching sessions.
  - b. This could be followed by sessions for the more experienced paddlers - with the least experienced paddlers being the last to come on board.
13. **Coaching** - Plan to coach activities and skills that allow coaches and participants to maintain 2m physical distancing. Adapt/change if required.
14. **Rolling Practice** - Rolling practice should only be undertaken where it is the paddler should not require assistance from others. No activity should be undertaken if the 2m physical distancing would need to be broken.
15. **Review** - As pool sessions progress review how well procedures have been followed with coaches, volunteers and pool management as required and adapt if necessary.