

# Rye Yacht Club Incorporated

## COVID-19 SAFETY PLAN

To cover:

- All Yacht Club activities
- All Sailing School activities through our Discover Sailing Centre
- Operation of the Canteen
- All other Club users

<b>Rye Yacht Club Incorporated</b>		
<b>Rye YC Discover Sailing Centre (516773)</b>		
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<b>Version 2.1</b>	Revised and updated	September 2020
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<b>Version 2.4.4</b>	Include changes from November 22 <sup>nd</sup>	23 <sup>rd</sup> November 2020
<b>Bob Cooper is responsible for this document</b>		

**Please Note:**

*The parts of the Plan written in "red text" apply now and override all other parts of the COVID-19 Safety Plan.*

*The Plan will be updated regularly as rules and restrictions change.*

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## Introduction:

The purpose of this COVID-19 Safety Plan is to:

1. Enable Rye Yacht Club to demonstrate and achieve full compliance with all Government and Department of Health rules and regulations relating to the COVID-19 response and recovery;
2. Enable Rye Yacht Club to respond to the guidelines set out by Australian Sailing as the governing body for the sport of sailing in Australia; and
3. Enable Rye Yacht Club to demonstrate, as a responsible and significant community organisation within the township of Rye, that it is doing everything it can to prevent the spread of Coronavirus.

The COVID-19 Safety Plan will provide an overarching plan for the implementation and management of procedures to be followed by Rye Yacht Club Incorporated and Rye YC Discover Sailing Centre to support Club Members, Rostered Personnel, Instructors, Coaches, Course Participants and other Visitors to Rye Yacht Club in the staged resumption of sailing and in all other activities held at the club.

The arrangements set out in this Plan are intended to prevent the transmission of COVID-19 among members, participants, coaches, officials, administrators/volunteers, visitors, families and the broader community. The Plan provides the framework to govern the general operation of the Rye Yacht Club and Rye YC Discover Sailing Centre, the sailing activities and courses they run, the boats and equipment they own and use, the behaviour of all members and participants and the monitoring and reporting of the health of attendees at Rye Yacht Club and Rye YC Discover Sailing Centre activities.

This Plan includes, but is not limited to, the conduct of:

- Facility management (including operation of the Canteen) and all supporting operations
- Sailing competition activities, social sailing and other on water activities
- All Discover Sailing Centre activities and
- All external group activities held at the Club

At all times the Plan is subject to all regulations, guidelines and directions of government and public health authorities.

## On Line Learning opportunity:

*Through the Government "Play By The Rules" website there is a 10 minute online learning course called COVID-19 (CORONOVIRUS): WHAT IT IS, HOW TO PREVENT SPREAD. This can be accessed through the following link <https://www.playbytherules.net.au/got-an-issue/covid-19-support-centre/covid-19-awareness-mini-course>*

This is recommended for anyone who wants more information about COVID-19.

*It is recommended for all Executive Committee Members and it is requested that all Instructors, Assistant Instructors and Coaches complete this online module.*

## Key Principles:

- The health and safety of members, participants, instructors, coaches, officials, administrators/volunteers, visitors, families and the broader community is the number one priority;
- Members, participants, instructors, coaches, officials, administrators/volunteers, families and the broader community need to be engaged and briefed on Rye Yacht Club and Rye YC Discover Sailing Centre's return to sport plans;
- Facilities are being assessed and appropriate plans are being developed to accommodate upgraded hygiene protocols, physical distancing and other measures to mitigate the risk of transmission of COVID-19;
- Sailing activities cannot resume until the arrangements for sport operations and facility operations are finalised and approved; and
- At every stage of the return to sport process Rye Yacht Club and Rye YC Discover Sailing Centre must both consider and apply all applicable National Government, State Government and local restrictions and regulations. Rye Yacht Club and Rye YC Discover Sailing Centre need to be prepared for any localised outbreak at our facilities, within our competitions or in the local community.

## Responsibilities Under This Plan:

Rye Yacht Club retains the overall responsibility for the effective management and implementation of the return to sport activities and operations outlined in this Plan.

The Executive Committee of Rye Yacht Club is responsible for:

- Approving the Plan and overseeing the implementation of the arrangements in the Plan; and
- Revising the Plan as required, ensuring it reflects up to date information from government and public health officials.

The Executive Committee has appointed Bob Cooper to prepare this Plan for Executive Committee approval and to act as a point of contact for information relating to this Plan.

The Executive Committee has appointed Neville Taylor as Rye YC COVID-19 Safety Coordinator. The responsibilities of the COVID-19 Safety Coordinator will be to:

- Oversee the implementation of the COVID Safety Plan
- Monitor changes in COVID-19 restrictions and ensure (with BC) that the COVID Safety Plan is kept up to date
- Ensure (with PK) that outside Club users are kept up to date with COVID Safety Plan requirements
- To liaise with BC and BM to ensure all adequate signage is in place
- To oversee the daily cleaning required on weekends once we return to sailing activities
- To monitor the use of disposable cleaning and disinfection materials and replenish items as required (with PK)
- To report to Executive Committee on any issues that arise regarding the COVID Safety Plan
- To assist PK in communications required if a COVID-19 case occurs at the Club or with anyone who has been at the Club

Rye Yacht Club expects that all members, participants, instructors, coaches, officials, volunteers and visitors to:

- Comply with the health directions of government and public health authorities as issued from time to time;
- Understand and act in accordance with this Plan as amended from time to time;
- Comply with any testing and precautionary measures implemented by Rye Yacht Club;
- Act with honesty and integrity in regard to the state of their personal health and any potential symptoms; and
- Monitor their health and take a cautious approach to self-isolation and reporting of potential symptoms.
- *It is a vital responsibility of anyone who becomes a confirmed COVID-19 case to notify the Club Secretary if they have been at the Club either in the 48 hours before they showed symptoms or at any time while they were infected*

## Health Considerations:

Members, visitors, families, Instructors, Coaches and Course Participants should stay home and not enter the Club facilities or mix with members on the beach if:

- you are feeling even a little unwell or have only mild cold/flu like symptoms including:
  - Fever
  - Chills or sweats
  - Cough
  - Sore throat
  - Shortness of breath
  - Runny nose
  - Loss of sense of taste or smell
  - Conjunctivitis
- you feel unwell, even if you have previously tested negative for coronavirus (COVID-19); or
- you do not feel completely well and have had a fever in the last three days (72 hours); or
- you have returned from overseas travel in the last 14 days; or
- you have been in contact with anyone who has been diagnosed with COVID-19 or is unwell in the last 14 days, including cough or mild cold/flu like symptoms; or
- for any other reason you believe you may have been exposed to COVID-19 in the last 14 days;  
Or
- you do not feel comfortable, including being in an at-risk category

Members, Instructors, Coaches, volunteers, and participants are encouraged to get the flu vaccination and download the COVIDsafe app.

## Reduce the risk while travelling to the Club:

- Members, Instructors, Coaches, volunteers and participants should avoid travelling in the same vehicle as others who don't live in the same household, where possible.

## Access to Rye Yacht Club Facilities:

### Roadmap to Recovery – Last Step: (From November 22<sup>nd</sup>)

We are able to run a number of activities at the Club. However, the principals of:

- Arrive dressed for sailing
- Tables and chairs for seating in the open paved area and on the deck are now be available, subject to the distancing of 1 person per 2 SQM.

We are able to:

- Run sailing activities for members including Club Racing
- Run Sailing School Activities although the full range of activities may not be available
- Have access to canteen
- Have people in the upstairs room but will be limited to a maximum of 10 for an exercise class.

We will not be able to:

- Run any inside activities, unless we are able to comply with 1 adult per 4 SQM

*Limited access to change rooms and toilets is now allowed.*

- Numbers in the ladies' change rooms will be restricted to 2 adults in the changing area
- Numbers in the men's change room will be restricted to 5 adults in the changing area
- Under the Roadmap for Reopening for the Last Step, seating at the outside tables is restricted to 1 person per 2 SQM.

During the Covid Normal Step:

- Numbers in the upstairs room will be limited to:
  - A maximum of 20 adults for Club activities if this fits in with the Covid Normal restrictions.

Outside rigging areas will be segregated and marked by signs as to who can use designated areas for rigging. Groups will be designated by the activity they are doing.

Also, under restrictions that apply, all people from 12 years old and above who enter the Rye Yacht Club building or boat yard must wear a mask, unless they are able to socially distance at 1.5M. If a person has a lawful medical exemption. Proof of a medical exemption must be shown if requested.

*All Executive Committee members have been given the authority to:*

- *Ask people to comply with wearing of a mask as per the latest rules*
- *Ask people to comply with physical distancing rules*
- *Ask anyone who presents at the Club with any COVID-19 symptoms to leave, for the safety of other members*
- *Ask members and visitors to comply with any other rules in the Plan*

*The Club also retains the right to temperature test anyone on arrival or who is at the Club. Temperature testing will be done by Instructors for all children who attend Sailing School programs until further notice and by Executive Committee members at any time. Also, any adults or children who are not members may be tested.*

## Access to the Building and Boat yard:

### Roadmap to Recovery – Final Step: (From November 22<sup>nd</sup>)

Members are able to use the Club for all Sailing and other OUTDOOR ACTIVITIES. However, the principals of:

- Arrive dressed for sailing
- Tables and chairs for seating in the open paved area and on the deck are now be available, subject to the distancing of 1 person per 2 SQM.

*Limited access to change rooms and toilets is now allowed under the Last Step restrictions.*

- Numbers in the ladies' change rooms will be restricted to 2 adults in the changing area
- Numbers in the men's change room will be restricted to 5 adults in the changing area
- Under the Roadmap for Reopening for the Last Step, seating at the outside tables is restricted to 1 person per 2 SQM

During the Last Step:

- Numbers in the upstairs room will be limited to:
  - A maximum of 20 adults for Club activities if this fits in with the Last Step restrictions.
- Outside rigging areas will be segregated and marked by signs as to who can use designated areas for rigging. Groups will be designated by the activity they are doing.
- Also, under restrictions that apply, all people from 12 years old and above who enter the Rye Yacht Club building or boat yard must wear a mask, unless they are able to socially distance at 1.5M.  
If a person as a lawful medical exemption. Proof of a medical exemption must be shown if requested.

*All Executive Committee members have been given the authority to:*

- *Ask people to comply with wearing of a mask as per the latest rules*
- *Ask people to comply with physical distancing rules*
- *Ask anyone who presents at the Club with any COVID-19 symptoms to leave, for the safety of other members*
- *Ask members and visitors to comply with any other rules in the Plan*

The Club also retains the right to temperature test anyone on arrival or who is at the Club. Temperature testing will be done by Instructors for all children who attend Sailing School programs until further notice and by Executive Committee members at any time. Also, any adults or children who are not members may be tested.

No one should enter the Club if they have any symptoms that indicate they may be infected with COVID-19. Symptoms may include mild flu like symptoms such as:

- Fever
- Chills or sweats
- Cough
- Sore throat

- Shortness of breath
- Runny nose
- Loss of sense of taste or smell
- Conjunctivitis

For anyone who enters the Club the following items shall apply:

- Members and visitors must not attend the Club if:
  - you have returned from overseas travel in the last 14 days; or
  - you have been in contact with anyone who has been diagnosed with COVID-19 in the last 14 days; or
  - you have been in contact with anyone who is unwell including cough or mild cold/flu like symptoms in the last 14 days; or
  - you are unwell and have any COVID-19 symptoms however mild
  
- Members and visitors must ensure that:
  - They complete the required QR Code or pen and paper sign in to register the attendance of every individual for contact tracing purposes
  - They adhere to required physical distancing requirements
  - They ensure that they use good hygiene practices
  - They restrict their on-water activities to only those allowed by the restrictions at the time

### **Attendance Register:**

We are required to keep a record of every individual person who enters the Club facilities and when they are at the Club. This will be done by two methods:

- Having access to a QR Code Sign In (preferred method)
- Having a pen and paper record of attendance

### **QR Code Sign In:**

This method requires members/visitors to have a mobile phone that can read a QR Code. You scan the QR Code to Sign In and then complete name/s, phone contact and email contact on their phone. *You must also Sign Out again when you leave. This is just done on your phone, there is no need to scan the QR Code again.*

The system then retains the record of your attendance for 28 days to allow contact tracing should any person be diagnosed with COVID-19 during the time that you were at the Club.

Signs with the QR Code will be placed:

- On the inside of the fence next to the West Side gate into the boat yard
- Near the Sign On table
- Inside the garage entrance next to the glass wall
- On the bench in the upstairs social room

In order to register with the QR Code you need to:

- Open the camera on your mobile phone
- Scan the QR Code and wait for the link to Rye Yacht Club to appear
- Enter the details required
- Include the names of all individuals with you
- Please ensure that you sign out when you leave

### **Pen and Paper Sign In:**

Sheets have been prepared for members and visitors to sign to track attendance at the Club. These will be in three locations:

- On the sign on table
- On the bench in the garage near the urn
- On the bench in the upstairs room

This system has been in place now since early in June and will continue to be available. Every person in your group must be listed on these sheets. Completed sheets will be retained to assist with contact tracing if necessary.

*Please note that you must also enter the time that you leave.*

## Personal Hygiene:

Good hygiene is critical for slowing the spread of coronavirus (COVID-19).

Everyone should be taking the following hygiene actions:

### Wash your hands

- Wash your hands regularly with for at least 20 seconds, using soap and water or a hand sanitiser that contains at least 60 percent alcohol.
- Wash your hands when you get home, arrive at other people's homes, or arrive at work.
- Wash your hands after blowing your nose, coughing, sneezing, or using the toilet.
- Wash your hands regularly before, during and after a session.
- Wash your hands before and after eating, and after going to the toilet.

### Other actions

- Cover your nose and mouth with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your upper sleeve or elbow.
- Dispose of tissues properly.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid touching shared objects/surfaces except where necessary.
- Do not share drink bottles, crockery, cutlery or towels.
- Get vaccinated for flu (influenza). This will help reduce the demand on the healthcare system as it deals with coronavirus (COVID-19). Vaccines are now available from your GP and pharmacy.
- Clean and sanitise frequently used objects including mobiles, keys and wallets.

## Physical Distancing:

It is everyone's responsibility to maintain social distancing requirements including all members, volunteers, and visitors.

- Physical distancing of 1.5m maintained at all times while onshore, if not, masks must be worn.
- The rigging area will be divided up between activity groups to aid with physical distancing
- Areas will be marked with signage to indicate who should use each area for rigging
- Members and visitors should not be in close proximity (less than 1.5M) to each other either in the yard, outside in the rigging area or on the beach, if not, masks must be worn.

### Specific Physical Distancing Rules that will apply will be that:

*Limited access to change rooms and toilets is now allowed under the Last Step restrictions.*

- Numbers in the ladies' change rooms will be restricted to 2 adults in the changing area
- Numbers in the men's change room will be restricted to 5 adults in the changing area
- Under the Roadmap for Reopening for the Last Step, seating at the outside tables is restricted to 1 person per 2 SQM.
- Numbers in the upstairs room will be limited to a maximum of 10 for an exercise class.

During the Covid Normal Step:

- Numbers in the upstairs room will be limited to:
  - A maximum of 20 adults for Club activities if this fits in with the Covid Normal Step restrictions.

## Cleaning Protocols – General Information:

The following information is general and applies to all Club activities. More specific information for the Canteen, Managing Club Racing and Discover Sailing Centre activities will be included in the relevant section.

### Background Information:

How COVID-19 is transmitted

- COVID-19 spreads through close contact with an infected person and is typically transmitted via respiratory droplets (produced when an infected person coughs or sneezes).
- It may also be possible for a person to acquire the disease by touching a surface or object that has the virus on it and then touching their own mouth, nose or eyes, but this is not thought to be the main way that the virus is spreading in this pandemic.
- Current evidence suggests the virus causing COVID-19 may remain viable on surfaces for many hours and potentially for some days. The length of time that COVID-19 survives on inanimate surfaces will vary depending on factors such as the amount of contaminated body fluid (e.g. respiratory droplets) present, and environmental temperature and humidity. In general, coronaviruses are unlikely to survive for long once droplets produced by coughing or sneezing dry out.

Importance of cleaning your hands regularly

- Soap and water should be used for hand hygiene when hands are visibly soiled. Use an alcohol-based hand rub at other times (for example, when hands have been contaminated from contact with environmental surfaces).
- Cleaning hands also helps to reduce contamination of surfaces and objects that may be touched by other people.
- Avoid touching your face, especially their mouth, nose, and eyes when cleaning.
- Always wash your hands with soap and water or use alcohol-based hand rub before putting on and after removing gloves used for cleaning.

### Cleaning and Disinfection:

**Cleaning** means physically removing germs, dirt and organic matter from surfaces. Cleaning alone does not kill germs, but by reducing the numbers of germs on surfaces, cleaning helps to reduce the risk of spreading infection.

**Disinfection** means using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs that remain on surfaces after cleaning, disinfection further reduces the risk of spreading infection.

**Cleaning before disinfection is very important as organic matter and dirt can reduce the ability of disinfectants to kill germs.**

Transmission or spread of coronavirus occurs much more commonly through direct contact with respiratory droplets than through contaminated objects and surfaces. The risk of catching coronavirus when cleaning is substantially lower than any risk from being face-to-face without appropriate personal protective equipment with a confirmed case of COVID-19 who may be coughing or sneezing.

**Use of Personal Protective Equipment (PPE) when cleaning:**

For routine cleaning you should wear gloves, safety glasses and a surgical mask.

When spraying disinfectant, you should wear gloves, safety glasses and a surgical mask.

**How to clean and disinfect:**

- 1) Wear gloves, safety glasses and a surgical mask when cleaning and disinfecting.
  - a) Gloves should be discarded after each clean.
  - b) Clean hands immediately after removing gloves.
- 2) Thoroughly clean surfaces using detergent (soap) and water.
- 3) Apply disinfectant to surfaces using disposable paper towel or a disposable cloth.
- 4) With disinfectant, ensure surfaces remain wet for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes.

A one-step detergent/disinfectant product may be used as long as the manufacturer's instructions are followed regarding dilution, use and contact times for disinfection (that is, how long the product must remain on the surface to ensure disinfection takes place).

**Cleaning and disinfection of items that cannot withstand bleach:**

Soft furnishings or fabric covered items (for example, fabric covered chairs or car seats) that cannot withstand the use of bleach or other disinfectants or be washed in a washing machine, should be cleaned with warm water and detergent to remove any soil or dirt then steam cleaned. Use steam cleaners that release steam under pressure to ensure appropriate disinfection.

**Choice, preparation and use of disinfectants:**

- Where possible, use a disinfectant for which the manufacturer claims antiviral activity (meaning it can kill viruses). Chlorine-based (bleach) disinfectants are one product that is commonly used. Other options include common household disinfectants or alcohol solutions with at least 70% alcohol (for example, methylated spirits).
- Follow the manufacturer's instructions for appropriate dilution and use. Table 1 below provides dilution instructions when using bleach solutions.

### Chlorine dilutions calculator:

Household bleach comes in a variety of strengths. The concentration of active ingredient — hypochlorous acid — can be found on the product label.

**Table 1. Recipes to achieve a 1000 ppm (0.1%) bleach solution**

Original strength of bleach		Disinfectant recipe		Volume in standard 10L bucket
%	Parts per million	Parts of bleach	Parts of water	
1	10,000	1	9	1000 mL
2	20,000	1	19	500 mL
3	30,000	1	29	333 mL
4	40,000	1	39	250 mL
5	50,000	1	49	200 mL

For other concentrations of chlorine-based sanitisers not listed in the table above, a dilutions calculator can be found on the [department's website](#)

### Items to purchase for cleaning and disinfection:

The Club will purchase the following items for use with cleaning and disinfection:

- Disposable gloves (packets of 100)
- A packet of 50 disposable face masks
- 2 pairs of safety glasses
- Dishwashing liquid
- Disinfectant (5L container of concentrate)
- Disinfectant wipes
- Hand Sanitiser in bulk
- 4 Hand Sanitiser dispensers
- 4 smaller hand trigger spray packs for disinfectant
- 2 x 5L garden sprayers (for disinfectant to spray boats, tractor etc.)
- A temperature checking device that is used to read from the forehead
- 2 plastic boxes to keep smaller items together
- A separate rubbish bin for disposal of all cleaning and disinfecting materials
- 12 plastic bollards to mark separate rigging areas

*The Rye YC COVID-19 Safety Coordinator will replenish these items as they are used.*

Cleaning procedures should follow the Safe Work Australia Guidelines. Copies of this will be available in the canteen and in the Sailing School Room.

## Rye YC COVID-19 Cleaner:

A Rye YC COVID-19 cleaner will need to be appointed to do routine cleaning on Saturdays and Sundays when Club activities are scheduled. On Saturdays, this job will be done by an Instructor or Coach. On Sundays, this job will be done by the Duty Committee person.

A **Routine Cleaning Schedule instruction sheet** is available to list all items to be cleaned, the method of cleaning and/or disinfection and the frequency of cleaning and/or disinfection required. Copies of this list and the cleaning / disinfection materials required will be kept on the shelf in a marked area in the garage. A dedicated rubbish bin for the disposal of gloves and cleaning cloths etc. will also be kept in the garage.

The Rye YC COVID-19 cleaner shall:

- Clean all the items listed on the Rye YC COVID-19 cleaner Checklist
- Tick in the completed column on the checklist each time you clean
- Put up a “closed for cleaning” sign on the change rooms when you clean
- Follow the method of cleaning and the frequency listed in the table below
- Use paper towel and/or disposable disinfectant wipes for cleaning and disinfection
- Dispose of used paper, wipes, gloves etc. should be ONLY into the COVID-19 disposal bin
- Wear gloves, a surgical mask and safety glasses when you clean
- Ensure that the Safety Glasses are washed and wiped down with disinfectant wipes after each use

Club cleaning will be done weekly by professional cleaners under the Roadmap to Recovery.

## Cleaning and Disinfection in the event of a suspected or confirmed COVID-19 Case:

*If it becomes necessary to clean and disinfect for a suspected or confirmed COVID-19 case, this job will be outsourced to professional cleaners. The Rye YC COVID-19 Safety Coordinator and/or PK will be responsible for arranging this to be done.*

### Initial actions that should be taken:

- Close off the area that may have been infected until a deep clean can take place
- Open doors and windows where possible to increase ventilation
- Inform members of the situation (via both email and mobile phone app) (PK)
- Modify or cancel planned activities if necessary until a deep clean has taken place
- Inform any outside Club users, if any, of the situation (PK)
- If necessary, close the Club indefinitely until a deep clean has taken place
- The Club should not re-open until at least 48 hours after the deep clean has been done

## Actions to be taken if a person with COVID-19 attends the Club:

The following actions should be undertaken jointly by the COVID-19 Safety Coordinator Neville Taylor and Club Secretary Peter Kinsman:

### If we suspect that a person at the Club may be infected with COVID-19 we must:

- **Isolate** the person. The upstairs room may be used as a location to isolate them. Give them a surgical mask if they do not have one.
- Arrange for **transport** them to leave the Club as soon as possible by private transport.
  - Ring parents if the person is a Junior Sailing course participant
  - Arrange a lift in a private car if necessary (NOT by public transport)
- **Inform:**
  - Contact the state health authorities via the **Victorian COVID-19 hotline on 1800675398**
  - Contact – Victorian Regional Manager for Australian Sailing
  - Should a staff member, independent contractor, employee of an independent contractor or a self-employed person receive a confirmed COVID-19 diagnosis and have attended the Club during the infectious period, the **Worksafe Victoria** must immediately be notified on **132360**.
- **Clean:**
  - Close off any area that may have been infected until a “deep clean” can take place.
  - Contact Sally’s Cleaning 59841533 (Brett)
  - Open windows to ventilate the area if possible
- **Modify:**
  - Modify or cancel activities on the day. If necessary, close the Club until a “deep clean” can take place.
- **Identify:**
  - Through our Attendance Register procedures, identify any one who may have been in contact with the infected person or at the Club at the same time. This includes anyone

who may have been in contact with them in the 48 hours before they showed symptoms

- Anyone who was a “**Close Contact**” should be sent home immediately should be sent home to self-isolate and have a COVID-19 test.
- Any close contact may be required to self-isolate for 14 days
- Close contact is anyone who has had face-to-face contact for at least 15 minutes or has been in the same space for two hours.
- **Review:**
  - **Review** COVID-19 Risk Management controls in consultation with the COVID-19 Safety Coordinator, Executive Committee and other people who were involved in the issue and decide whether any changes or additional control measures are required.

If we find out at a later time, that a person with COVID-19 has been at the Club, the Rye YC COVID-19 Safety Officer (Neville Taylor) and/or Peter Kinsman (0418619921) must be notified as soon as possible.

If we are notified that a person who is COVID-19 positive has been at the Club we will:

- Call the COVID Hotline 1800 675 398 to ask for specific instructions (NT)
- Notify DHHS (NT)
- Check our attendance register and notify anyone who was at attendance at the Club at that time (PK)
- Confirm that anyone who was a “close contact” of the infected person should self-isolate and have a COVID-19 test (PK)

Neville Taylor and/or Peter Kinsman are responsible for these actions.

#### **A “Close Contact” is defined as:**

- Spending more than 15 minutes face to face with a person who is a confirmed case in the 48 hours before they showed symptoms until the case is no longer considered by DHHS to be infectious; or
- Sharing an enclosed space for more than two hours with a person who is a confirmed case in the 24 hours before they showed symptoms until the case is no longer considered by DHHS to be infectious

#### **Anyone who is a close contact should:**

- Self-isolate
- Have a COVID-19 test
- Stay in self-isolation until they have the test results
- If the test is positive, stay in self-isolation until their case is no longer considered infectious by DHHS
- If the test is negative, they no longer need to self-isolate

## Club Buildings and Boat Yard:

### Roadmap to Recovery – Last Step: (From November 22<sup>nd</sup>)

We are able to run a number of activities at the Club. However, the principals of:

- Arrive dressed for sailing
- Tables and chairs for seating in the open paved area and on the deck are now be available, subject to the distancing of 1 person per 2 SQM.

We are able to:

- Run Sailing activities for members including Club Racing
- Run Sailing School Activities although the full range of activities may not be available
- Have access to canteen.

We will not be able to:

- Run any inside activities, unless we are able to comply with 1 adult per 4 SQM

*Limited access to change rooms and toilets is now allowed under the Last Step restrictions.*

- Numbers in the ladies' change rooms will be restricted to 2 adults in the changing area
- Numbers in the men's change room will be restricted to 5 adults in the changing area
- Under the Roadmap for Reopening for the Last Step, seating at the outside tables is restricted to 1 person per 2 SQM.
- Numbers in the upstairs room will be limited to a maximum of 10 for an exercise class

Outside rigging areas will be segregated and marked by signs as to who can use designated areas for rigging. Groups will be designated by the activity they are doing.

Also, under restrictions that apply, all people from 12 years old and above who enter the Rye Yacht Club building or boat yard must wear a mask, unless they are able to socially distance at 1.5M. If a person has a lawful medical exemption. Proof of a medical exemption must be shown if requested

*All Executive Committee members have been given the authority to:*

- *Ask people to comply with wearing of a mask as per the latest rules*
- *Ask people to comply with physical distancing rules*
- *Ask anyone who presents at the Club with any COVID-19 symptoms to leave, for the safety of other members*
- *Ask members and visitors to comply with any other rules in the Plan*

The Club also retains the right to temperature test anyone on arrival or who is at the Club. Temperature testing will be done by Instructors for all children who attend Sailing School programs until further notice and by Executive Committee members at any time. Also, any adults or children who are not members may be tested.

### Roadmap to Recovery – COVID Normal (Date to be announced)

This will be updated closer to the relevant date.

### **Routine cleaning and disinfection:**

When activities are held at the Club, the areas used should be cleaned daily. Frequently touched surfaces (for example, tabletops, door handles, light switches, toilets, taps, TV remotes, kitchen surfaces and cupboard handles) should be cleaned and disinfected several times each day. This routine cleaning will be done by an appointed **Rye YC COVID-19 Cleaner** for each day of the weekend from the start of the Third Step.

Also, we need to clean surfaces and fittings when visibly soiled and immediately after any spillage. Where available, a **disinfectant may be used following thorough cleaning**.

Small spray detergent and disinfectant containers will be available for cleaning frequently used surfaces. Anti-bacterial wipes will also be available to wipe down surfaces. Areas of concern should be wiped down with paper towel which is then disposed of in a special bin.

*Cleaning of the canteen when it is in operation will be done by canteen staff as set out in the Canteen COVID-19 Safety Plan.*

### **Rye YC COVID-19 Cleaner:**

We will have a Rye YC COVID-19 Cleaner to do “routine cleaning’ on each day of the weekend from the Third Step until further notice. Initially on a Saturday an Instructor will do this job and, on a Sunday, the Sailing Committee Duty Committee person will do the job. We will also call for volunteers who may be willing to do this to help out.

A Routine Cleaning Check List will be available to help with this task. It will include what to clean, what to use to do the job and the frequency of cleaning required.

### **Signage:**

Signage will be put up around the Club at various locations to:

- Remind people about proper hygiene
- Remind people about Physical Distancing requirements
- Remind people to stay away if feeling unwell
- Remind people How to Wash their Hands safely
- To mark out segregated rigging areas

This will be prepared and laminated by Bob Cooper and maintained by Neville Taylor.

### **Hand sanitizer:**

Hand sanitizer will be available at the Club at the following locations:

- In both change rooms near the wash basins
- Near the sign on table
- In the garage near the urn
- In the canteen
- On the bench outside the canteen
- In the Sailing School room

## Use of upstairs room and toilets by non-member groups

### Roadmap to Recovery – Final Step: (From November 22<sup>nd</sup>)

Numbers in the upstairs room will be limited to a maximum of 10 for an exercise class

Anyone attending an outdoor session will also be asked to complete the Attendance Register.

### Roadmap to Recovery – Final Step: (From November 22<sup>nd</sup>)

All people involved in groups run in the upstairs room must sign the Attendance Register using the QR Code sign in at the entrance or the pen and paper sheets on the bench in the upstairs room. The name of every individual in attendance must be recorded.

Participants are reminded that they must not attend a session if:

- they have returned from overseas travel in the last 14 days; or
- they have been in contact with anyone who has been diagnosed with COVID-19 in the last 14 days; or
- they have been in contact with anyone who is unwell including cough or mild cold/flu like symptoms in the last 14 days; or
- they are unwell and have any COVID-19 symptoms however mild

They will also be asked to wear a mask at all times and ensure that they adhere to proper hygiene practices.

### Roadmap to Recovery – COVID Normal (Date to be announced)

This will be updated closer to the relevant date.

## Use of Change Rooms and Toilets:

### Roadmap to Recovery – Final Step: (From November 22<sup>nd</sup>)

- Numbers in the ladies' change rooms will be restricted to 2 adults in the changing area
- Numbers in the men's change room will be restricted to 5 adults in the changing area
- Under the Roadmap for Reopening for the Last Step, seating at the outside tables is restricted to 1 person per 2 SQM

Frequently used surfaces such as door handles, taps, toilet flush buttons, toilet seats and other high use items need to be cleaned at the beginning and end of the day when Club activities take place. On weekends this will be done by the daily Rye YC COVID-19 Cleaner using the Routine Cleaning Checklist for guidance.

### Roadmap to Recovery – COVID Normal (Date to be announced)

This will be updated closer to the relevant date.

## Canteen COVID-19 Safety Procedures:

See

## APPENDIX 1: COVID-19 Safety Plan – Canteen Operation

## Social Sailing:

### Roadmap to Recovery – Final Step: (From November 22<sup>nd</sup>)

Members are able to use the Club for all Sailing and other OUTDOOR ACTIVITIES. However, the principals of:

- Arrive dressed for sailing
- Tables and chairs for seating in the open paved area and on the deck are now be available, subject to the distancing of 1 person per 2 SQM.

*Limited access to change rooms and toilets is now allowed under the Third Step restrictions.*

- Numbers in the ladies' change rooms will be restricted to 2 adults in the changing area
- Numbers in the men's change room will be restricted to 5 adults in the changing area
- Under the Roadmap for Reopening for the Last Step, seating at the outside tables is restricted to 1 person per 2 SQM
- Outside rigging areas will be segregated and marked by signs as to who can use designated areas for rigging. Groups will be designated by the activity they are doing.

During the Covid Normal Step:

- Numbers in the upstairs room will be limited to:
  - A maximum of 20 adults for Club activities if this fits in with the Last Step restrictions.

Also, under restrictions that apply, all people from 12 years old and above who enter the Rye Yacht Club building or boat yard must wear a mask, unless they are able to socially distance at 1.5M.

If a person as a lawful medical exemption. Proof of a medical exemption must be shown if requested

*All Executive Committee members have been given the authority to:*

- *Ask people to comply with wearing of a mask as per the latest rules*
- *Ask people to comply with physical distancing rules*
- *Ask anyone who presents at the Club with any COVID-19 symptoms to leave, for the safety of other members*
- *Ask members and visitors to comply with any other rules in the Plan*

The Club also retains the right to temperature test anyone on arrival or who is at the Club. Temperature testing will be done by Instructors for all children who attend Sailing School programs until further notice and by Executive Committee members at any time. Also, any adults or children who are not members may be tested.

Until further notice, NO USE OF SAILING SCHOOL BOATS OR EQUIPMENT WILL BE ALLOWED other than for planned Sailing School activities.

### Roadmap to Recovery – COVID Normal (Date to be announced)

This will be updated closer to the relevant date.

## Club Racing:

A Club Sailing Program has been planned for the season.

Please note the following items that shall always apply:

- Members and visitors must not attend the Club if:
  - you have returned from overseas travel in the last 14 days; or
  - you have been in contact with anyone who has been diagnosed with COVID-19 in the last 14 days; or
  - you have been in contact with anyone who is unwell including cough or mild cold/flu like symptoms in the last 14 days; or
  - you are unwell and have any COVID-19 symptoms however mild
  
- Members and visitors must ensure that:
  - They complete the required QR Code or pen and paper sign in to register the attendance of every individual for contact tracing purposes
  - They adhere to required physical distancing requirements
  - They ensure that they use good hygiene practices
  - They restrict their on water activities to only those allowed by the restrictions at the time

When rigging boats or getting out other equipment (SUPs or kayaks for instance) you must allow enough space between yourself and others to comply with physical distancing requirements.

When on the water you are also required to keep enough distance between boat, SUPs or Kayaks etc. to comply with Physical distancing requirements.

**Until further notice, NO USE OF SAILING SCHOOL BOATS OR EQUIPMENT WILL BE ALLOWED other than for planned Sailing School activities.**

### **Roadmap to Recovery – Last Step: (From November 22<sup>nd</sup>)**

We are able to run a number of activities at the Club. However, the principals of:

- Arrive dressed for sailing
- Tables and chairs for seating in the open paved area and on the deck are now be available, subject to the distancing of 1 person per 2 SQM.

We are able to:

- Run sailing activities for members including Club Racing
- Run Sailing School Activities although the full range of activities may not be available
- Have access to canteen
- Have people in the upstairs room but will be limited to a maximum of 10 for an exercise class.

We will not be able to:

- Run any inside activities, unless we are able to comply with 1 adult per 4 SQM

*Limited access to change rooms and toilets is now allowed under the Third Step restrictions.*

- Numbers in the ladies' change rooms will be restricted to 2 adults in the changing area
- Numbers in the men's change room will be restricted to 5 adults in the changing area
- Under the Roadmap for Reopening for the Last Step, seating at the outside tables is restricted to 1 person per 2 SQM.

The PRO for the day will need to use a "PRO Checklist" to assist in ensuring that the requirements of the Club COVID-19 Safety Plan are adhered to. This includes:

- Segregated rigging areas with no more than 50 adults in each area
- Limited use of change rooms
- Following the principal of come to the Club ready to sail – sail – go home to change afterwards
- Strictly limit social interaction in groups
- Ensuring that our routine cleaning is being done

*Outside rigging areas will be segregated and marked by signs as to who can use designated areas for rigging. Groups will be designated by the activity they are doing.*

Also, under restrictions that apply, all people from 12 years old and above who enter the Rye Yacht Club building or boat yard must wear a mask, unless they are able to socially distance at 1.5M. If a person has a lawful medical exemption. Proof of a medical exemption must be shown if requested.

*All Executive Committee members have been given the authority to:*

- *Ask people to comply with wearing of a mask as per the latest rules*
- *Ask people to comply with physical distancing rules*
- *Ask anyone who presents at the Club with any COVID-19 symptoms to leave, for the safety of other members*
- *Ask members and visitors to comply with any other rules in the Plan*

The Club also retains the right to temperature test anyone on arrival or who is at the Club. Temperature testing will be done by Instructors for all children who attend Sailing School programs until further notice and by Executive Committee members at any time. Also, any adults or children who are not members may be tested.

Until further notice, **NO USE OF SAILING SCHOOL BOATS OR EQUIPMENT WILL BE ALLOWED** other than for planned Sailing School activities.

Club Racing has now resumed and the following items will continue to apply:

- Members and visitors must not attend the Club if:
  - you have returned from overseas travel in the last 14 days; or
  - you have been in contact with anyone who has been diagnosed with COVID-19 in the last 14 days; or

- you have been in contact with anyone who is unwell including cough or mild cold/flu like symptoms in the last 14 days; or
  - you are unwell and have any COVID-19 symptoms however mild
- Members and visitors must ensure that:
    - They complete the required QR Code or pen and paper sign in to register the attendance of every individual for contact tracing purposes
    - They adhere to required physical distancing requirements
    - They ensure that they use good hygiene practices
    - They restrict their on-water activities to only those allowed by the restrictions at the time

### **Sign on and sign off for Club Racing:**

- Sign on and Sign off will be done via mobile phone using the “Sailor” app
- When you go into the app, you will see a “Sign On/Off” link
- If you select this link you will be able to enter your
  - Your Division
  - Your boat class
  - Your Sail number and
  - Your name
- You then select “sign on”
- After the race, go back into the Sailor app to “sign off”

When you do this, please first check the “ACTIVE SESSION” so that you know you are signing on for the correct event. Only one event can be active at any one time. Each event will be set up at least the day before.

### **Safe Cleaning and operation of Rescue Boats:**

- When the boats are washed down at the end of the day, disinfectant from a 5L sprayer pack should be used to disinfect high use areas such as the steering wheel, the radio and microphone, poles for flags and signals that have been used, buoys and ground tackle boat hooks etc.
- On the trailer the winch handle and the jockey wheel need to be disinfected.
- Please use safety glasses, gloves and a mask when cleaning all equipment

### **Safe Cleaning and operation of the Tractor:**

- On any day Club activities are being run, *only one person should operate the tractor.*
- At the end of the day when the tractor is being washed down, disinfectant from a 5L sprayer pack should also be used on high use areas such as the steering wheel, seat, side steps and handles, control switches etc.

### **Cleaning other Race Management Equipment;**

- Other equipment such as the signs and cones that are put out to mark beach access can be wiped down with disinfectant wipes after use.

**Procedures for the Control Tower:**

- Only required race management personnel should enter the Control Tower. Windows should be open to allow ventilation.
- At the end of each day, wash down and disinfect the door handles, radio, computer, benches, PA system including microphone, **this should be done by the TRO. This can be done using disinfecting wipes.**

**Roadmap to Recovery – COVID Normal (Date to be announced)**

This will be updated closer to the relevant date.

## Discover Sailing Centre Activities:

### Roadmap to Recovery – Second Step: (Current rules)

Also, **NO USE OF SAILING SCHOOL BOATS OR EQUIPMENT WILL BE ALLOWED** other than for planned Sailing School activities.

### Roadmap to Recovery – Last Step: (From November 22<sup>nd</sup>)

We are able to run the Sailing School activities with numbers limited by the restrictions that will then apply.

Under restrictions that will then apply, anyone who enters the Rye Yacht Club building or boat yard **must wear a mask**, unless they have a lawful medical exemption. Proof of a medical exemption must be shown if requested.

*All Executive Committee members have been given the authority to:*

- *Ask people to comply with wearing of a mask as per the latest rules*
- *Ask people to comply with physical distancing rules*
- *Ask anyone who presents at the Club with any COVID-19 symptoms to leave, for the safety of other members*
- *Ask members and visitors to comply with any other rules in the Plan*

The Club also retains the right to temperature test anyone on arrival or who is at the Club. Temperature testing will be done by Instructors for all children who attend Sailing School programs until further notice and by Executive Committee members at any time. Also, any adults or children who are not members may be tested.

Instructors and/or Coaches must complete an Instructor/Coach Checklist for every session that they run. This will help to ensure that the procedures outlined in this Plan are adhered to.

*Limited access to change rooms and toilets will be allowed with the Third Step restrictions in place.*

It is likely that no Adult Learn to Sail courses will be run until at least early January.

It is likely that no Tackers course will be run before Christmas, however it is possible that a 20 program will be run in January.

We plan to run a Saturday morning OutThere Sailing group and 2 Development Squad groups, one on Saturday afternoon and one on Sunday morning.

- The group sizes may be limited to groups of 10, so attendance may need to be planned so some people miss out attending on certain days on a rotation basis.

The following items shall continue to apply:

- Members and visitors must not attend the Club if:
  - you have returned from overseas travel in the last 14 days; or
  - you have been in contact with anyone who has been diagnosed with COVID-19 in the last 14 days; or
  - you have been in contact with anyone who is unwell including cough or mild cold/flu like symptoms in the last 14 days; or
  - you are unwell and have any COVID-19 symptoms however mild
- Members and visitors must ensure that:
  - They complete the required QR Code or pen and paper sign in to register the attendance of every individual for contact tracing purposes
  - They adhere to required physical distancing requirements
  - They ensure that they use good hygiene practices
  - They restrict their on-water activities to only those allowed by the restrictions at the time

**Once we are able to begin running Sailing School Programs, the following procedures will apply:**

If the weather is “borderline” or unsuitable for on water activities, the session will be cancelled. If possible notice of cancellation will be given 24 hours before the session is scheduled.

A conservative approach will be taken to running sessions as alternative theory sessions will be much more difficult under COVID-19 restrictions.

**If someone arrives unwell or becomes unwell during a session:**

- If they arrive unwell they will be asked to go home
- The Instructor will ring the emergency contact for junior participants and ask a parent to pick them up
- If they cannot be picked up straight away, they will be asked to wait in the upstairs room until they are picked up
- A more thorough clean and disinfection will be required should this situation arise
  - **Instructors will temperature test all Sailing School program participants**

**Sign On and Sign Off:**

Instructors and Coaches will have a Clipboard box containing a number of items (including a pencil) for the group they are working with including:

- Sign On Sheets for the session
- Emergency contacts for each participant
- The Instructor will tick the Sign On Sheet to register the attendance of each participant for contact tracing purposes
- They will make a note on the Sign On sheet if anyone is sent home unwell
- This box and pencil should only be handled by one Instructor

### **Rigging Boats and on the beach:**

- Where possible the Instructor should take the boats to the rigging area and take the covers off
- Designated rigging areas will be assigned to each group and marked out with signs and bollards.
- Ensure there is adequate space between boats to ensure physical distancing
- All briefings and debriefs should be held outside in the rigging area

### **Briefing information and demonstrations and debrief:**

- Where there are more than 1 Instructor, groups should be split up for instruction
- Physical distancing rules should be adhered to

### **On the Water:**

- A conservative approach to on water activities will be taken to limit the need for rescue situations
- A larger course area space should be used to limit boats being close together
- There are no restrictions on the use of either single handed or double handed boats

### **Safety Boats:**

- Safety Boats should be manned by two people from the same household whenever possible
- When approaching a dinghy on the water try to maintain physical distance rules
- Approach from the bow if the dinghy is stationary or capsized or from leeward if the boat is underway

### **Packing Up:**

- When the boats are being washed down, the Instructor should spray the boat with disinfectant concentrating on the tiller, tiller extension, main and jib sheets trolley handles and deck area of each boat
- The boat should be hosed down again a few minutes later
- The Instructor should then replace the cover once the boat is dry

### **After Sailing:**

- Life jackets need to be washed and disinfected
  - Dunk them in warm soapy water
  - Rinse and dry
  - Disinfect with small spray pack
  - Hang to dry
- Bibs will be taken home and laundered as usual

**Other items to disinfect will be:**

- Hand held radios
- Rescue Knives
- Hand held white boards and markers
- Buoys
- Clipboard Boxes      These will be wiped down with disinfectant wipes.

**Roadmap to Recovery – COVID Normal (Date to be announced)**

This will be updated closer to the relevant date.



# RYE YACHT CLUB

## COVID-16 Safety Plan

### Routine Cleaning Checklist:



Person Cleaning: ..... Date ..... Time complete .....

**Instructions:**

- Please clean all the items listed in the table below
- Please tick in the completed column each time you clean
- Please put up a “closed for cleaning” sign on the change rooms when you clean
- Please follow the method of cleaning and the frequency listed in the table below
- Please use paper towel and/or disposable wipes for cleaning and disinfection
- Disposal of used paper, wipes, gloves etc. should be ONLY into COVID-19 disposal bin
- Please ensure that you wear gloves, a surgical mask and safety glasses when you clean
- Please ensure that the Safety Glasses are washed and wiped down with disinfectant wipes after each use

Location	Item to clean	Method	Frequency	Completed
Change Rooms	Taps and sink	Detergent and Disinfect	3 x Daily	
	Door handle/s	Detergent and Disinfect	3 x Daily	
	Benches	Detergent and Disinfect	End of Day	
	Shower taps	Detergent and Disinfect	3 x Daily	
	Toilet seats and buttons	Detergent and Disinfect	3 x Daily	
	Light Switch	Disinfectant Wipes	End of Day	
Outside	Outside canteen Bench	Detergent and Disinfect	2 x Daily	
	All outside taps	Detergent and Disinfect	End of day	
	All hose nozzles	Detergent and Disinfect	End of Day	
	Pens on sign on table	Disinfectant Wipes	Daily	
Garage	Door Handles	Detergent and Disinfect	3 x Daily	



# RYE YACHT CLUB

## COVID-16 Safety Plan

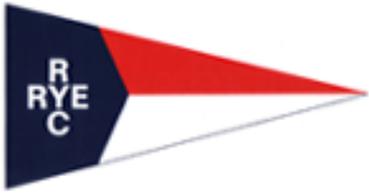


### Actions to take if there is a suspected or actual COVID-19 infection at the Club:

The following actions should be undertaken jointly by the COVID-19 Safety Coordinator Neville Taylor and Club Secretary Peter Kinsman:

If we suspect that a person at the Club may be infected with COVID-19 we must:

- **Isolate** the person. The upstairs room may be used as a location to isolate them. Give them a surgical mask if they do not have one.
- Arrange for **transport** them to leave the Club as soon as possible by private transport.
  - Ring parents if the person is a Junior Sailing course participant
  - Arrange a lift in a private car if necessary (NOT by public transport)
- **Inform:**
  - Contact the state health authorities via the **Victorian COVID-19 hotline on 1800675398**
  - Contact – Victorian Regional Manager for Australian Sailing
  - Should a staff member, independent contractor, employee of an independent contractor or a self-employed person receive a confirmed COVID-19 diagnosis and have attended the Club during the infectious period, the **Worksafe Victoria** must immediately be notified on **132360**.
- **Clean:**
  - Close off any area that may have been infected until a “deep clean” can take place.
  - Contact Sally’s Cleaning 59841533 (Brett)
  - Open windows to ventilate the area if possible
- **Modify:**
  - Modify or cancel activities on the day. If necessary, close the Club until a “deep clean” can take place.
- **Identify:**
  - Through our Attendance Register procedures, identify any one who may have been in contact with the infected person or at the Club at the same time. This includes anyone who may have been in contact with them in the 48 hours before they showed symptoms
  - Anyone who was a “**Close Contact**” should be sent home immediately should be sent home to self-isolate and have a COVID-19 test.
  - Any close contact may be required to self-isolate for 14 days
  - Close contact is anyone who has had face-to-face contact for at least 15 minutes or has been in the same space for two hours.
- **Review:**
  - **Review** COVID-19 Risk Management controls in consultation with the COVID-19 Safety Coordinator, Executive Committee and other people who were involved in the issue and decide whether any changes or additional control measures are required.



# RYE YACHT CLUB

## COVID-16 Safety Plan PRO checklist



Activity ..... Name ..... Date .....

The PRO is to complete this checklist for each day they are on duty.

- Please read the COVID-19 Safety Plan section on Club Racing before your duty
- It is important that you know the procedures that the duty crews should follow
- Try to monitor COVID safe procedures on the day

Timing		Action	Done
Pre Session	1	Please read the COVID Safety Plan section on Club Racing	
	2	Plan to cancel early if the weather is marginal	
	3	Contact the Rear Commodore if you want to cancel before the day	
	4	Check the duty roster so you know who to expect on the day	
Before racing	1	Brief the duty members and reinforce COVID safe procedures	
	2	Reinforce COVID safe procedures at the information session	
	3	Ensure that only one person drives the tractor	
	4	Have each boat crew responsible for their boat while launching	
During racing	1	Wear masks on each rescue boat	
	2	Be aware that during a rescue social distancing is not an issue	
After racing	1	Try to ensure that all equipment used is washed and disinfected	
	2	Ensure that each boat crew cleans only their own boat	
	3	Ensure that the tractor driver washes and disinfects the tractor	
	4	Make sure all other race equipment is cleaned and disinfected	



# RYE YACHT CLUB

## COVID-16 Safety

### Instructor / Coach Checklist



Activity ..... Name ..... Date .....

Instructors and Coaches are to complete one of these checklists for all Sailing School activities.

Timing		Action	Done
Pre Session	1	<b>Reminders to participants:</b>	
		Confirm session time and arrival time	
		Confirm arrive in sailing gear	
		If any symptoms DO NOT ATTEND	
		Bring water bottle / snack	
		Wash hands before the start of session	
		Do not share equipment	
		Parents to drop off children	
		Parents can watch from the beach	
		2	Ensure all equipment to be used is clean and ready
	3	Take off boat covers / get out sails	
	4	Put rigging area markings in place if required	
Start of session	1	Register all on attendance record	
	2	Record parents details if they are watching	
	3	Conduct temperature checks on children	
	4	Confirm with participants that they are symptom free	
	5	Explain physical distancing rules	
	6	Confirm no sharing of equipment	
	7	Confirm they have washed their hands	
During session	1	Maintain distancing rules	
	2	Monitor no sharing of equipment	
	3	Remind participants to wash their hands during and after	
	4	Record finishing time	
	5	Ensure participants leave promptly after session	
After session	1	Wash and disinfect all equipment used	
	2	Wash and disinfect life jackets	
	3	Ensure that bibs will be washed	
	4	Wash down and disinfect safety boats and equipment	



# RYE YACHT CLUB



## COVID-16 Safety Plan COVID-19 Safety Coordinator checklist

The COVID-19 Safety Coordinator is to:

- Oversee the implementation of the COVID Safety Plan
- Monitor changes in COVID-19 restrictions and ensure (with BC) that the COVID Safety Plan is kept up to date
- Ensure (with PK) that outside Club users are kept up to date with COVID Safety Plan requirements
- To liaise with BC and BM to ensure all adequate signage is in place
- To oversee the daily cleaning required on weekends once we return to sailing activities
- To monitor the use of disposable cleaning and disinfection materials and replenish items as required (with PK)
- To report to Executive Committee on any issues that arise regarding the COVID Safety Plan
- To assist PK in communications required if a COVID-19 case occurs at the Club or with anyone who has been at the Club

Timing		Action	Done
Midweek		Arrange for another Exec member to check on items below if Neville will not be at the Club on the weekend	
Sat/Sunday	1	Remind people to sign in via the QR code system	
	2	Remind people 12 and older that they need to wear a mask ashore	
	3	Remind anyone that shows symptoms to go home	
	4	Help monitor physical distancing rules	
	5	Help monitor rigging areas	
	6	Mark out extra rigging areas if necessary	
	7	Temperature check anyone if it seems necessary	
	8	Replace any damaged signage	
	9	Check that "Routine Cleaning" is being done	
	10	Refill Hand Sanitiser dispensers when necessary	
	11	Refill disinfectant sprays when necessary	
	12	Follow up on any suspected or confirmed COVID-19 Infection at	
Weekly	1	Check on disposable cleaning and disinfection items	
	2	Replace what is necessary (with PK)	
	3	Feedback to BC if changes to the COVID-19 Safety Plan are needed	
	4	Liaise with PK if communication to members is required re COVID	
Monthly	1	Report to Executive Committee re COVID Safety at the Club	

## APPENDIX 1: COVID-19 Safety Plan – Canteen Operation



# COVID-19 SAFETY PLAN – CANTEEN OPERATION

Rye Yacht Club Inc. 2020

<b>Club:</b>	Rye Yacht Club Inc.
	Rye Foreshore, Victoria.
	2120 Nepean Highway VIC 3941
<b>Commodore</b>	Mr. Luke Marthick
<b>Contact Email</b>	commodore@ryeyachtclub.org.au
<b>Contact Mobile Number:</b>	0407 927 192
<b>Version:</b>	4
<b>Plan last updated:</b>	18/09/20
<b>The RYC Social Committee is responsible for this document.</b>	

## Introduction

The arrangements set out in this Plan are intended to ensure the safety of members, participants, coaches, officials, administrators/volunteers, visitors, families attending Rye Yacht Club and the broader community, and to prevent the transmission of COVID-19.

The Plan provides the framework to govern the general operation of the RYC Canteen facility.

At all times the Plan is subject to all regulations, guidelines and directions of government and public health authorities.

## Key Principles

This Plan is based on the Australian Institute of Sport's [Framework for Rebooting Sport in a COVID-19 Environment \(AIS Framework\)](#) and the [National Principles for the Resumption of Sport and Recreation Activities](#).

The Plan accepts as key principles that:

- The health and safety of members, participants, coaches, officials, administrators/volunteers, visitors, families and the broader community is the number one priority;
- Members, participants, coaches, officials, administrators/volunteers, families and the broader community need to be engaged and briefed on Rye Yacht Club's return to sport plans;
- Facilities are assessed and appropriate plans are developed to accommodate upgraded hygiene protocols, physical distancing and other measures to mitigate the risk of transmission of COVID-19;
- Use of the Canteen, Clubhouse and outdoor social spaces do not resume until the arrangements for facility operations are finalised and approved, if necessary; and
- At every stage of the return to sport process Rye Yacht Club must consider and apply all applicable State and Territory Government and local restrictions and regulations. Rye Yacht Club needs to be prepared for any localised outbreak at our facilities, within our competitions or in the local community.

## Responsibilities under this Plan

Rye Yacht Club retains the overall responsibility for the effective management and implementation of return to sport activities and the operations outlined in this Plan.

The Executive Committee of Rye Yacht Club Inc. is responsible for:

- Approving the Plan and overseeing the implementation of the arrangements in the Plan; and
- Revising the Plan as required, ensuring it reflects up to date information from government and public health officials.

The Executive Committee has appointed the following person to execute the delivery of the Plan and to act as a point of contact for information relating to this Plan:

<b>Name</b>	Social Committee President
<b>Contact Email</b>	social@ryeyachtclub.org.au
<b>Contact Number</b>	0407 927 192

Rye Yacht Club Inc. expects all members, participants, coaches, officials, administrative staff and volunteers to:

- Comply with the health directions of government and public health authorities as issued from time to time;
- Understand and act in accordance with this Plan as amended from time to time;
- Comply with any testing and precautionary measures implemented by Rye Yacht Club.
- Act with honesty and integrity in regard to the state of their personal health and any potential symptoms; and
- Monitor their health and take a cautious approach to self-isolation and reporting of potential symptoms.

## Canteen Opening Arrangements

As at the date of this Plan, Rye Yacht Club facilities including the Canteen are **closed** (Level A of the AIS Framework). The Plan outlines specific requirements that Rye Yacht Club will implement for the reopening of our Club Canteen at Level B and Level C of the framework.

Rye Yacht Club will transition to facility use as outlined at each Level, when permitted under local restrictions and regulations.

## AIS Framework Arrangements

The protocols for facility operations under Level B and Level C of the AIS Framework are set out in the Appendix. These levels correspond to the Victorian government roadmap's '3<sup>rd</sup> Step' and 'Last Step'.

## Roadmap to a COVIDSafe Australia

This plan is informed by:

- The Victorian Department of Health and Human Services
- Food Safety Australia and New Zealand
- Sport Australia
- Safe Work Australia

Rye Yacht Club Inc. will also comply with the Victorian government’s [Roadmap to Reopening](#), which places limits on the type of activity that can be conducted and the number of people who can gather at facilities, notwithstanding the activities permitted by the AIS Framework (see below).

### AIS Framework:

	<b>Level A:</b> Training in no more than pairs. Physical distancing required.	<b>Level B: (VIC 3<sup>rd</sup> Step)</b> Training in small groups up to 10. Physical distancing required.		<b>Level C: (VIC Last Step)</b> Full sporting activity (training and competition) allowed. No restriction on numbers..	
<b>Roadmap Activities</b>	N/A	<b>Step 1:</b> No indoor activity. Outdoor sport (up to 10 people) consistent with AIS Framework.	<b>Step 2:</b> Physical distancing (density 4m <sup>2</sup> )  * Vic 3 <sup>rd</sup> Step: 10 people outdoors only.	<b>Step 3:</b> Sporting venues allowed to operate with up to 100 people with physical distancing.	<b>Further steps TBC</b> Social events up to 50 people (VIC).

## Recovery

When public health officials determine that the outbreak has ended in the local community, Rye Yacht Club will consult with relevant authorities to identify criteria for scaling back its COVID-19 prevention actions. Rye Yacht Club will also consider which protocols can remain to optimise good public and participant health.

At this time, the Social Committee of Rye Yacht Club will consult with key stakeholders to review the delivery of its return to sport arrangements and use feedback to improve organisational plans and systems.

## Appendix A: Outline of Arrangements for Return to Facility Operation (Canteen)

### Facility Operations

Area	Plan Requirements (for activities under AIS Framework Level B / VIC 3 <sup>RD</sup> STEP)	Plan Requirements (for activities under AIS Framework Level C / VIC LAST STEP)
<b>Approvals</b>	<p>The club must adhere to the following to allow use of limited club facilities at Level B:</p> <ul style="list-style-type: none"> <li>• State Government restrictions.</li> <li>• Local government approval to use of facility, if required.</li> <li>• Club Executive Committee approved plan for use of club facilities.</li> </ul>	<p>The club must adhere to the following to allow use of club facilities at Level C:</p> <ul style="list-style-type: none"> <li>• State Government requirements.</li> <li>• Local government approval to use of facility, if required.</li> <li>• Club Executive Committee approved plan for use of club facilities.</li> </ul>
<b>Facilities</b>	<p><b>Return to LIMITED use of Club facilities.</b></p> <p><u>Canteen</u></p> <ul style="list-style-type: none"> <li>• Packaged food items and hot takeaway food service only</li> <li>• Limit of 2 rostered volunteers (4sqm per person)</li> <li>• EFTPOS transactions only</li> <li>• Contact free ordering system</li> <li>• PPE required on entry (mask, gloves, apron)</li> <li>• BYO apron and tea towels</li> <li>• Handwashing / sanitising station</li> <li>• Cleaning and sanitising procedures</li> </ul> <p><u>Garage Tea &amp; Coffee Station</u></p> <ul style="list-style-type: none"> <li>• Shared facilities (kettle, urn and microwave) unavailable</li> </ul>	<p><b>Return to FULL use of Club facilities.</b></p> <p><u>Canteen</u></p> <ul style="list-style-type: none"> <li>• Full lunch menu available, including freshly made items</li> <li>• Limit of 2 rostered volunteers (4sqm per person)</li> <li>• EFTPOS transactions only</li> <li>• Contact free ordering system</li> <li>• PPE required on entry (mask, gloves, apron)</li> <li>• BYO apron/tea towels or DIY wash and return Club's supply</li> <li>• Handwashing / sanitising station</li> <li>• Cleaning and sanitising procedures</li> </ul> <p><u>Garage Tea &amp; Coffee Station</u></p> <ul style="list-style-type: none"> <li>• Kettle, urn and microwave available</li> <li>• BYO reusable containers/utensils/supplies from home</li> <li>• Hand sanitising station</li> <li>• Cleaning procedure</li> </ul>
<b>Facility access</b>	<ul style="list-style-type: none"> <li>• Volunteers are asked not to attend Canteen duty if: <ul style="list-style-type: none"> <li>- They are feeling unwell,</li> <li>- They have had a COVID-19 test or have been in direct contact with a known case of COVID-19 in the previous 14 days.</li> <li>- They have Flu-like symptoms or have a high health risk (e.g. due to age or pre-existing health conditions).</li> <li>- They have travelled internationally in the previous 14 days.</li> </ul> </li> <li>• Who may attend the Canteen facility: only rostered volunteers should attend.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue Level B protocols as appropriate.</li> <li>• Bar/canteen operations to include food and cash handling protocols, hygiene and cleaning measures and established zones.</li> </ul>

Area	Plan Requirements (for activities under AIS Framework Level B / VIC 3 <sup>RD</sup> STEP)	Plan Requirements (for activities under AIS Framework Level C / VIC LAST STEP)
Hygiene	<p><b>Hygiene and cleaning protocols.</b></p> <ul style="list-style-type: none"> <li>• Volunteers must wear PPE including face masks and food-safe disposable gloves.</li> <li>• Volunteers must follow handwashing, sanitising and cleaning procedures.</li> <li>• Janitorial products will be provided for cleaning and sanitising surfaces and equipment, including food preparation areas and high-touch areas.</li> <li>• Volunteers are asked to BYO and use their own clean aprons and tea towels to minimise risks associated with laundering shared items.</li> <li>• Half hourly cleaning of high touch surfaces (refrigerator door handles, taps, microwave keypad, switches, service counter etc) during duty periods.</li> <li>• Regular professional cleaning outside hours of operation.</li> <li>• All shared equipment, supplies, condiments will be removed.</li> <li>• Posters will be provided in the Canteen and social spaces</li> <li>• Guidelines will be provided to Canteen volunteers as part of updated Operating Procedures manual</li> </ul>	<p><b>Hygiene and cleaning protocols.</b></p> <ul style="list-style-type: none"> <li>• Hygiene and cleaning protocols measures as per Level B.</li> <li>• Provision of appropriate health and safety equipment, Personal Protective Equipment (PPE) and personal hygiene cleaning solutions as per Level B.</li> <li>• Shared items will continue to be excluded, minimised and alternatives arranged.</li> </ul>