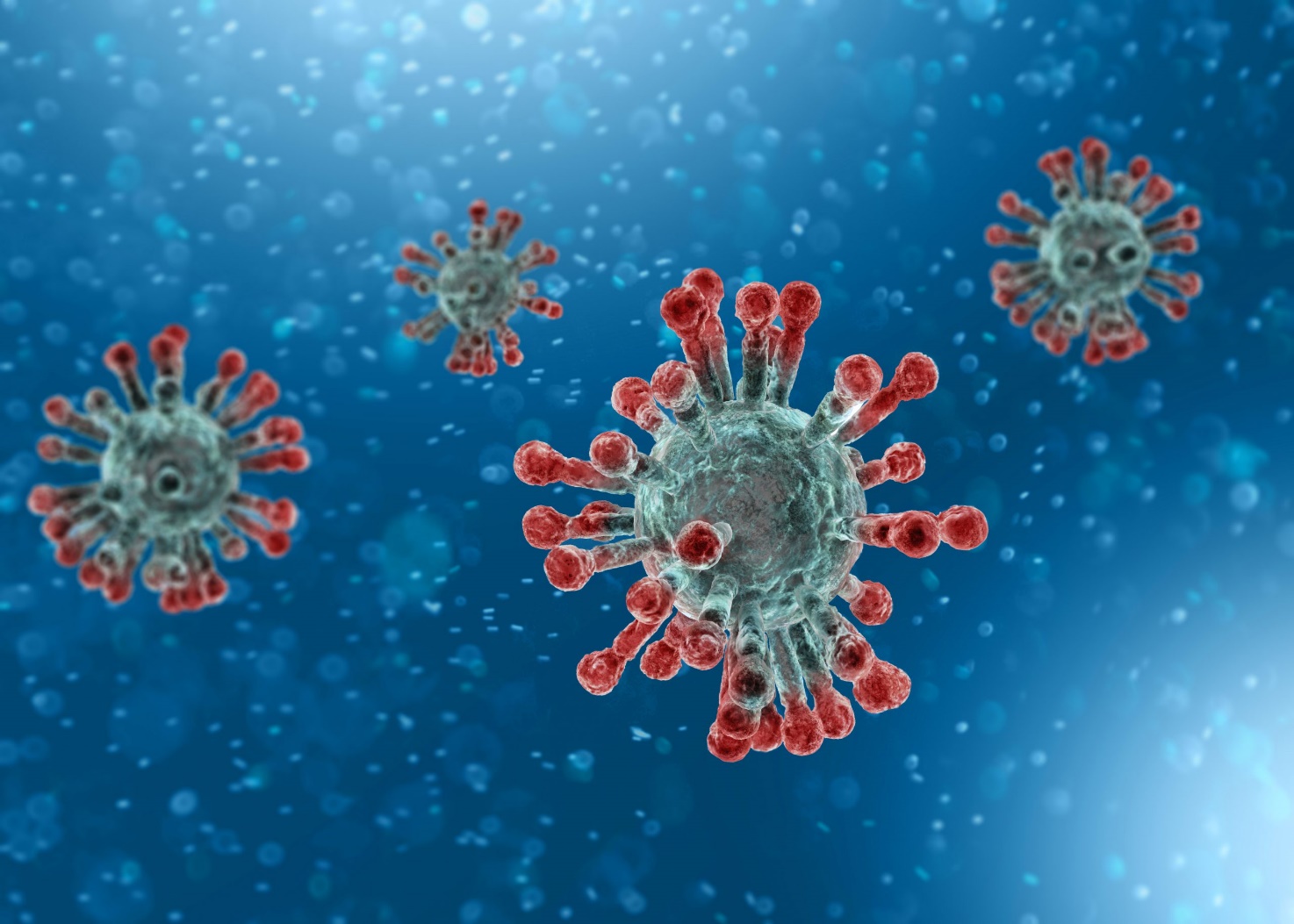
McCrae Yacht Club

COVIDSafe Plan



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| --- | --- |
| Version | 1.1 |
| Date | 05/11/2020 |
| Current Restriction Level | **Third Step** from 11:59 pm 27 October |
| Author | Scott Watson, COVID Safety Officer |
| Reviewer | Jon Knorr |
| Approved | Jon Knorr, Scott Cunningham, Scott Watson |

To be read in conjunction with supplements for key functions.

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# Purpose, Scope and Application

## Purpose

The purpose if this document is to ensure the McCrae Yacht Club has clear procedures to guide club operations so that members attending the club:

* Comply with Victorian Government restrictions at all times
* Protect the wellbeing of members and the club through minimising the risk of spread of SARS-CoV-2
* Uphold the reputation of the club through demonstration of COVID-safe practices.

## Scope and Application

These procedures apply to club activities and operations, and any person attending the club including members, guests and visitors (including users hiring the club).

## Guiding Principles

The following guiding principles will underpin our decision-making. We have and will encourage all internal decision makers to use these principles to inform their own decisions during the COVID-19 period.

1. We will always follow Government advice. The COVID-19 preventative measures are vital to protecting health and wellbeing. We all have a role to play by following the Government guidelines
2. Regarding on-water activities we will follow Australian Sailings advice in line with the regulations
3. We will take a take a considerate and conservative approach
   1. Considerate: be mindful of the potential impact on club stakeholders
   2. Conservative: help to minimise risk by taking a conservative approach to club operations and activities, with a graduated opening.

## Governance, Roles and responsibilities

A working group coordinated by the Covid19 Safety Officer shall prepare and update this operational manual based on Victorian Government restrictions in effect at the time of club operation.

|  |  |  |
| --- | --- | --- |
| **Role1** | **Person** | **Task2** |
| Commorore | Jon Knorr | Direct club officers, members and visitors to comply with procedures. **R** |
| Club Directors |  | Ensure club has COVIDSafe plan **A** Update club rules to reflect this plan **A** Evaluate feasibility of measures in this procedure and determine when activities should go ahead or cease. **R** |
| Club Administrator | Alona Riley | Administer cleaning contract, record keeping (including cleaning and QR records) and other tasks as identified in this plan **R** |
| Covid19 Safety Officer | Scott Watson | Coordinate and assemble COVIDSafe plan. **R**  Establish coordination meetings. **R** Report to General Committee. **R** |
| Club Captain | Alistair Watson | Prepare procedures for this component of club operations **R** Liaise with sailing committee included bosun for rescue boats and tractor. **R** Provide procedures to sailors and arrange monitoring of on-water compliance **R** |
| Training Centre Principal | Murray O’Brien | Prepare procedures for this component of club operations **R** Provide procedures to students and monitor compliance **R** |
| Canteen Manager | Akemi O’Brien | Prepare procedures for this component of club operations **R** |
| Yard Manager | David Parker | Prepare procedures for this component of club operations **R** |
| Bar Manager | Stephen Brayshaw | Prepare procedures for this component of club operations **R** |
| Expert Advisor | Michael Paynter | Review operating procedures and provide advice to working group. **R** |
| Cleaning staff | Jamie Caithness | Provide cleaning services in accordance with this procedure, as directed by Club Administrator, Commodore, Club Captain or Training Centre Principal. |
| Shore Officer | Varies | When on duty, monitor COVIDSafe plan compliance during daily operations and advise on continuous improvement. **R** |
| Bosun (sailing committee) | Cam Dunwoody | Administer COVID safe protocols for rescue boats |
| Bosun (training centre) | Murray OBrien | Administer COVID safe protocols for training centre boats |
| General Members |  | Comply with procedures of the club. |
| Visitors and visiting sailors |  | Comply with procedures of the club. |

1 Roles in yellow highlighter form the club working group 2 Task key: **R** – Responsible, **A** – Accountable, **S** – Supported, **C** – Consulted, **I** – Informed

The working group will meet monthly and immediately following any change to restriction levels.

## Current Restriction advice (third Step)

**General links** to advice can be found here <https://www.dhhs.vic.gov.au/coronavirus>

**Stay Safe Directions** from the Chief Health Officer in accordance with emergency powers arising from declared state of emergency

<https://www.dhhs.vic.gov.au/sites/default/files/documents/202010/Stay%20Safe%20Directions%20%28Melbourne%29%20%28No%202%29%2028%20October%202020%20-%20signed.pdf>

**Restricted Activity Directions** from the Chief Health Officer in accordance with emergency powers arising from declared state of emergency

<https://www.dhhs.vic.gov.au/sites/default/files/documents/202010/Restricted%20Activity%20Directions%20%28Melbourne%29%20PDF.pdf>

**Workplace obligations**

<https://www.dhhs.vic.gov.au/workplace-obligations-covid-19>

**Sailing**

Advice from Australian Sailing is reproduced in Appendix 3.

**Café and Restaurant Advice**

Advice on restrictions for cafes and restaurants can be found at <https://www.coronavirus.vic.gov.au/cafes-and-restaurants-second-step-metropolitan-melbourne>

Note - penalties for non-compliance include:

* $1652 (individual)/$9,913 (business) for failure to comply with emergency directions
* $4957 for people who gather in groups larger than 10 people
* $200 for not wearing a mask (without a lawful excuse)

## OTHER Links to advice

* Australian Sailing Discover Sailing Training Centre Operating Standards and Guidelines <https://www.sailingresources.org.au/discover-sailing-centres/dsc-operating-standards-and-guidelines/>
* Department of Sport and Recreation Victoria <https://sport.vic.gov.au/our-work/return-to-play/return-to-play-for-high-performance-and-professional-sport>
* VicSport - Coronavirus update and links <https://vicsport.com.au/blog/3522/covid-19-coronavirus-update-and-links>

# General restrictions and Procedures

## Communication to Membership

1. MCCYC has a wide range of stakeholders. We will communicate our service offering and COVID measures clearly, accurately and (we will do our best to deliver it) in a well-timed manner on a wide range of platforms.
2. This will comprise communications via the **sailor app**, **website**, **onsite signage** ,email, social media, verbally and in-person onsite at MCCYC. Bold = core forms of communication.
3. All current MCCYC information related to the coronavirus and how it directly relates to our facility is available by visiting our dedicated Coronavirus webpage <https://mccraeyc.com.au/covid/>.
4. We will provide updates as necessary; seek feedback, listen and respond.
5. We will emphasise the importance of the actions we are taking and the impact we know it will have on members, staff and volunteers.
6. We will use signage extensively and various examples will be included within this document.
7. We will encourage everyone to stay safe, recognise the risks, whilst asking them to follow the club’s new policies or procedures.

## Contact tracing and covidsafe app



1. To enable MCCYC to contact all participants should the need arise, all competitors and visitors must sign on using the QR code system linked to Covidcomply.org.  
   1. Open phone’s camera and point it at the QR code
   2. 3. Click on the link shown
   3. 4. The Link will direct you to our unique check-in portal
   4. Have the check-in success screen available for check-in confirmation
   5. If QR code is not working use the direct link: <https://covidcomply.org/g5u4z>
2. MCCYC strongly recommends all competitors download and use the Australian Government COVIDSafe App.
3. In the event a member or visitor learns that he/she/they were infected with COVID19 while at the club, they **must** immediately notify the Commodore If any competitor has been diagnosed with COVID-19 and has visited the club prior to diagnosis, you must advise the Club Commodore (Jon Knorr) or the COVID Safety Officer (Scott Watson) and email the club at admin@mccraeyc.com.au at the earliest opportunity.
4. The Commodore will notify club members via the sailor app of the time of potential for infection at the club.

## Record keeping

To be completed

## Managing a COVID Diagnosis

In preparation for, or in a bid to avoid a potential coronavirus (COVID-19) outbreak amongst members, visitors or staff at MCCYC, we have the following measures in place:

* For staff we maintain accurate records of all work rosters (to identify who has been in close proximity during a shift).
* We record all patrons who come into the Clubhouse and a list of all attendees at any training programs we run.
* Staff and Members must stay away from the Club if unwell.
* Staff know if they develop symptoms at work, such as fever, cough, sore throat or shortness of breath, they should leave the workplace and seek medical advice.
* If a staff or Club member does test positive for coronavirus at MCCYC, we will treat their condition with understanding and compassion. We will check in on their wellbeing regularly during self-isolation and monitor their mental health.
* Member attendance onsite is tracked through our QR system (covidcomply).
* When hiring resumes, any hirees of the club are required to record all onsite guests and contractors are required to sign in.

### What will we do if a staff member, Member or guest tests positive for coronavirus?

* We understand if anyone who is a confirmed case of coronavirus (COVID-19) and they have been at McCYC whilst they are infectious, then the Department of Health and Human Services (DHHS) will contact us. However we ask all members to contact us regardless to expedite quarantine arrangements.

We will then implement the following steps:

* We will consult with DHHS on whether the Club is required to close for a short period to facilitate cleaning and enable contact tracing
* We will determine what areas of the Club were visited, used, or impacted by the infected person
* We will clean and disinfect all areas that were used by the confirmed case (for example, bar, Off the beach, offices, bathrooms and common areas)
* We will close off the affected area before cleaning and disinfecting
* We will open outside doors and windows to increase air circulation and then commence cleaning and disinfection
* We will fully sanitise all areas of the site, with close attention to high touch areas. McCYC will remain closed until this is completed

Furthermore, the DHHS may request information from us to assist with contact tracing and we will make this freely available. DHHS will contact anyone who is identified as a close contact of the case.

McCYC will work with DHHS to ensure that all appropriate preventative measures have been taken prior to reopening the Club and will follow any directions to minimise risks of further transmission.

If multiple staff or key volunteers are directed to be quarantined, and this affects operational capacity, the Club will need to consider restriction of operations. We will also assess the need to dispose of raw materials (especially fresh ingredients), any work in progress, or short shelf-life stock to ensure food safety is maintained.

We will respect the privacy of people with a confirmed case of coronavirus and treat their condition with understanding and compassion. If a staff member is isolating, we will check in on their wellbeing regularly and monitor their mental health.

# Restrictions and procedures by function or area

Functions with extended procedural requirements are described in COVIDSafe supplements.

## Dinghy Racing

Refer to the COVIDSafe Plan - Sailing Committee Supplement for further details.

The following will apply to all dinghy racing at McCYC until further notice:

1. All competitors are encouraged to arrive at the Club in their sailing attire and ready to sail. Use of the changing facilities at the club is discouraged wherever practical.
2. Competitors are limited to single handed classes, except for two/three handed boats where the skipper and crew either:
   1. reside in the same household or
   2. are 18 or under
3. Competitors shall not share personal equipment (lifejackets, drink bottles etc.).
4. Face masks shall be worn at all times while on club premises. Sailors shall carry a dry face mask in zip lock bag while sailing for use when returning to shore of for use on a rescue vessel.

## Clubroom and Bar

The clubrooms allows 26 people, but we will allow maximum of 10 people and only accessible for purchase only. Other than for volunteers, the clubroom is only available for temporary access.

Refer to the COVIDsafe Plan – Bar Supplement.

## Tower

The tower is accessible by race committee only in accordance with sailing committee procedures. Refer to the COVIDsafe Plan - Sailing Committee Supplement.

## Change Rooms

The change rooms have reopened for current restriction levels. Members are also encouraged to arrive dressed in sailing gear and minimise time indoors if the change room is required.

Jamie will provide cleaning on both days on weekends, alternating with a surface clean, and a full clean.

A cleaning register has been prepared by Scott Cunningham.

## Canteen

Refer to the COVIDsafe Plan - Canteen Supplement. Chairs and tables not available unless cleaned before and after use by the user.

## Training Centre

The training centre is closed during current restriction levels. The COVIDsafe Plan – Training Centre Supplement will detail arrangements when the program resumes.

## Yard

Club members may access the yard to access boats for sailing.

## Lawn

Club members may access the lawn for rigging boats and congregation in accordance with DHHS outdoor restrictions (no more than 10 people from two households gathering).

## Social Activities

Social activities are currently suspended (other than online events).

## Youth Activities

Youth activities are currently suspended (other than online events).

## Regattas with visiting sailors

Regattas with visiting sailors are currently suspended.

## Club Hire

Club hire is currently suspended.

# Appendix 1 – Instructions for Members and Guests

The following instructions are to be shared be the Commodore or Sailing Captain to members. Further advice will be developed when we open to guests and visitors or when restrictions are updated. Communication to members will occur via

* the Club Website (Jon Knorr)
* the covid safe app (Jon Knorr)
* email to members
* the club facebook page
* signage at the club

A link on the homepage ‘McCrae’s Covidsafe Information Hub’ will link to the following pages.

**Description**

Dear Members,

**Step Three** means the time has come to get wet again!

But first you need to know our COVID rules to keep you and the community safe.

The club has prepared a COVID safe plan that conforms with government directions and Australian Sailing (**AS**) guidelines. This means you **must** follow these directions if you want to visit the club and sail:

1. **Stay away** If you have any COVID19 symptoms. Get tested instead.
2. During Step 3, you can only visit and sail if within **25 km** of home.
3. **Sign in** to the club using the club’s the QR code. Instructions on the Club’s covidsafe page.
4. **Sign on** for sailing using the sailor app
5. **Head out.** Australian Sailing discourage congregating. Parents can help their kids.
6. **Sail –** on your own or with a household member. Only kids under 18 from different households can sail together. There are no limits to the number of boats on the water.
7. The **sailing committee** have additional procedures for race management, rescue boats and the tractor.
8. Keep **1.5 m** from others. No more than 10 in a group. Don’t kiss, hug or shake hands.
9. You can use the toilets and change room : )
10. Always **wear a mask** on site (unless you have a legal exemption). AS have advised you don’t need to wear a mask on the water if sailing solo or with household members. But you must have one on you for when you return to shore. Keep it safe and dry in a sealed pouch while sailing.
11. Limit time indoors. The **clubroom will not be open** for hanging around. The tower is also closed.
12. The **canteen will open soon**. Please use cards rather than cash. Please tell Akemi she is awesome : )
13. Clean your equipment before and after sailing
14. AS also encourage you to get a flu shot and download the COVID safe app.
15. **Check these rules every time** you go sailing. Our COVID safe plan is a living document and expect tweaks.

Any questions contact Jon Knorr, Scott Cunningham, Scott Watson or the Shore Officer of the day (see the lower deck). Contact details can be found in the Sailor App. And don’t forget to check the revised Sailing Instructions available online – now incorporating the old-school Charlie Course.

For everyone’s health and the reputation of the club, please do the right thing at all times. While stiff penalties apply for breaches of government directions, you don’t want to have to receive a ‘please explain’ from the Commodore!

Thanks,

Scott Watson

MCCYC COVID Safety Officer

# Appendix 2 – COVID-19 Safety Officer Position Description Overview

This position description is from Australian Sailing (<https://www.sailingresources.org.au/covid-19/vic/>).

Items highlighted in yellow shall be carried out by the Shore Officer

To keep sailing safe for staff, members and event/course participants Australian Sailing strongly recommends that Clubs and Centres appoint a COVID-19 Safety Officer to implement a safe return to sport as per the State Government regulation and Australian Sailing Discover Sailing Centre Operating Standards & Guidelines. This Position Description outlines the role of the COVID-19 Safety Officer who has the primary responsibility to plan, implement and monitor the return to sailing guidelines to prevent virus infection and spread.

SCOPE OF POSITION

* Aim: to maintain a COVID-19 safe environment for sailing staff, event/course participants and members.
* Role: to be responsible for abiding by the COVID-19 State Government regulation and ensuring that the Australian Sailing Discover Sailing Centre Operating Standards & Guidelines are followed.
* Reports to: Commodore, CEO or General Manager.

EXPERIENCE REQUIRED The COVID-19 Safety Officer must maintain an excellent understanding of the COVID-19 State Government regulation (as they may be amended over time) as well as Australian Sailing Discover Sailing Centre Operating Standards & Guidelines in order to firmly implement them without exception.

DUTIES The COVID-19 Safety Officer is responsible for overseeing club operations to ensure sailing remains safe for staff, event/course participants and members.

Specific tasks include:

1. Staff / Volunteers / Members / Customers
   1. Create Club/Centre COVID-19 protocols which are aligned with COVID-19 State Government regulation and Australian Sailing Discover Sailing Centre Operating Standards & Guidelines.
   2. Ensure all staff / volunteers are trained in the Club/Centre COVID-19 protocols.
   3. Ensure all staff / volunteers / members / customers do not attend the club if feeling unwell.
   4. Ensure all communication to members and customers is correct and in line with the club/centre COVID-19 procedures.
   5. Ensure all staff / volunteers / members / customers are educated in the Club/Centre COVID-19 protocols and how they might affect their interaction with other people and Club/Centre facilities.
   6. Monitor that all Staff / Volunteers / Members / Customers are following the Club/Centre COVID-19 protocols.

2. Entry / Exit and Movements Within Venue

1. Oversee and implement mandatory exclusions (e.g. those with an active viral illness).
2. Give warnings of COVID-19 risk (e.g. over 65yo or chronic illnesses).
3. Ensure the number of people in the venue complies with the COVID-19 State Government regulation.
4. Record contact details of people entering the Club/Centre for contact tracing purposes.
5. Enforce restrictions in relation to social distancing and gatherings as per COVID19 State Government regulation.
6. Implement clear guidance for smooth movement of attendees within the venue that facilitate social distancing.

3. Training Courses and Sailing

1. Ensure hygiene measures are in place pre, post and during sessions.
2. Ensure officials, instructors and coaches follow the Australian Sailing Training/Sailing checklist.
3. Ensure checks are in place to ensure participants are free of COVID-19 symptoms.
4. Ensure emergency procedures are in place for people who present to training/sailing with COVID-19 symptoms (e.g. fever or respiratory symptoms such as cough, sore throat and shortness of breath).
5. Manage non-compliance participants (including removal from venue).

4. Facility management

1. Ensure COVID-19 venue signage is in place.
2. Document cleaning status and activity (e.g. toilets and change rooms).
3. Ensure social distancing at Café, Restaurant, Canteen, etc.
4. Ensure the agreed cleaning schedule of facilities and of high contact surfaces is constantly maintained.
5. Ensure any physical barriers, line markings or traffic directional signage are in their correct locations and that they are being adhered to.

5. Equipment

1. Create procedures to minimise sharing of equipment.
2. Ensure that any shared equipment is cleaned after each session.

6. Review, Update & Report

1. Periodically review the effectiveness of the COVID-19 Club/Centre protocols and amend, update and/or improve as necessary.
2. Advise the Committee/Board of your organisation on the effectiveness of the Club/Centre COVID-19 protocols and seek assistance where required.
3. Assist your Organisation (operationally) to safely ramp up activity through the three phases of the Australian Government’s “Roadmap to a COVIDSafe Australia” and as permitted by the relevant State or Territory government.
4. Act as the contact point for your Organisation’s members and participants – particularly around questions relating to return to sport and the actions your Organisation has taken to be COVIDSafe – and other relevant stakeholders (including Government, Public Health and other Authorities, Clubs, Associations, State and National Sporting Organisations).

# Appendix 3 – Australian Sailing guidance (29/10/20)

*The following guidance was copied from the Australian Sailing website (*<https://www.sailingresources.org.au/covid-19/vic/>*) on 29/10/20*

As of midnight, on the 27th of October Metro Melbourne moved to the **third step** of the roadmap out of COVID-19. To view a detailed table outlining step three click on[***this link***](https://cdn.revolutionise.com.au/site/w2kezjr6ybjwiylh.pdf)***.*** Below you will find the key points pertaining to community sport, a sailing specific summary and two points that we are looking for clarification on.

**Community sport:**

* outdoor non-contact sport can resume for adults.
* non-contact sport is any sport where you can maintain 1.5 meters between yourself and others while playing.
* you can play sport with the number of people required to play plus necessary coaches and umpires.
* spectators are not allowed.
* outdoor sport can resume for people who are 18 years of age and younger, this includes contact sport.
* you can play sport with the number of people required to play plus necessary coaches and umpires.
* one spectator per child is allowed if they are supervising children or supporting players with additional needs, while maintain gathering limits of less than ten people.
* toilets and changing rooms are open
* canteens, kiosks or at-venue dining facilities can open subject to the [**industry restart guidelines for hospitality**](https://www.business.vic.gov.au/__data/assets/pdf_file/0007/1934989/Industry-Restart-Guidelines-Hospitality.pdf)

**Sailing specific summary:**

**18 YEARS OLD OR UNDER**

* Organised club racing and training for sailors 18 years old or under can resume (this includes double handed dinghies).
* There is no limit on the number of boats on the water for racing or training.
* If a parent/ guardian (19 years and older) are supporting the rigging of boats, then the area must be segmented into groups of 10 adults as a maximum (there is no specific distance required between groups, however, the areas for rigging must be obviously signed and separated).
* Masks must be worn on land at all times.
* Where adults over 18 years of age are sailing with children 18 and under, then the social distancing rule of 1.5 meters applies as outlined in the following section.
* Coaches and officials over 18 years old must adhere to the 1.5m distancing requirements. Gathering limits will not apply to those reasonably necessary to conduct the training or competition as long as they are under the 10-person maximum (e.g. umpires, coaches).

**ADULTS 19 YEARS AND OLDER**

* Organised club racing and training for Adults 19 years and older can resume if 1.5m social distancing can be adhered to while sailing for 90% of the time (Hiking/sitting shoulder to shoulder on the rail/ in the cockpit is NOT acceptable). Outside of key manoeuvres all crew must be able to social distance while sailing. It is recommended that crew numbers are reduced to allow adherence to this requirement.
* Double handed dinghy sailing with people outside of your place of residence is NOT allowed.
* There is no limit on the number of boats on the water for racing or training
* Masks must be worn at all times (both on and off the water), unless sailing single-handed or with someone from your place of residence.
* Rigging space and marina / dock separation should be maintained while ashore. Groups of 10 people maximum keeping 1.5 meters social distance.
* Where adults over 18 years of age are sailing with children 18 and under, then the social distancing rule of 1.5 meters applies
* You can go sailing recreationally in a keel boat as long as you keep the 1.5m distancing as per the racing requirements, if your crew does not live with you

**GENERAL GUIDANCE**

* Participants should, if possible, arrive ready for sailing and leave immediately after sailing. Congregating for social activities after sailing is not recommended.
* Shared equipment should be reduced where possible; use of club equipment such as life jackets and club boats should be traced and limited, with all equipment sanitised between use.
* Owners may conduct servicing works that relate to providing Safe Operation of a vessel – a sensible, logical case needs to be made that the work relates to safety, is part of the regular service or logbook service, and/or is undertaken for risk prevention for when the vessel is back in the water
* Sign on/off recommended to be done electronically via phone, VHF or online
* Clubs must have a COVID safe plan that is communicated to members and includes protocols to ensure participants are free of coronavirus symptoms and a process for action, should a member or participant show up to the club with coronavirus symptoms.
* Clubs are encouraged to place regular signage around club facilities, hard stands and rigging areas, promoting the wearing of masks, non-mixing of adults, adhering to group sizes of 10 adults, staying 1.5 meters apart and sanitizing of equipment.
* Clubs must maintain a register of people entering the premises to allow contact tracing
* Clubs must maintain a register of participants/ competitors to allow contact tracing
* Cleaning of all equipment to take place before and after activity including participants own equipment and boats
* Club canteens, restaurants and cafes may open in line with Government restrictions
* Toilet and change room facilities may now open
* Participants are encouraged to get the flu shot
* Participants are encouraged to download the COVIDsafe app
* Participants regularly reminded not to take part if unwell
* Participants who suddenly feel unwell to be sent home and to follow govt Health Guidelines

**Australian Sailing is looking to gain confirmation on the following in the coming day/s:**

* How the one family visitation rule at your home impacts our ability to sail double handed dinghies when over 18 years old.