



Royal Brighton Yacht Club  
The Sailors' Club

# ROYAL BRIGHTON YACHT CLUB

## COVID SAFE PLAN

Updated 12 October 2020





# Royal Brighton Yacht Club

The Sailors' Club

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### COVID Team

RBYC has nominated a COVID-19 task group to make decisions related to activities, operations and implementing the relevant regulations. Policy matters will be presided over by General Committee.

The task group comprises:

Commodore Peter Strain

General Manager Hannah Catchpole

Boating Manager Phil Hall

They will:

- Recommend policies to the General Committee identifying how the Club will operate under the restrictions of the day
- Oversee the implementation of RBYC service offering in line with those policies
- Communicate all relevant information to RBYC stakeholders
- Provide staff (and where relevant, stakeholder) training
- Review policies and operations and progress or retract them in line with the regulations of the day

RBYC regularly check official COVID-19 information sources including, but not limited to:

- Department of Health and Human Services
- Australian Government Department of Health
- Victorian Government
- Local Government
- World Health Organisation
- Australian Sailing
- Sport Australia
- Community Clubs Victoria
- Marina Industries Association of Australia
- Boating Industry Association of Australia

The Plan accepts the following as key principles:

- The health and safety of members, contractors, participants, visitors, families, employees, sailing school staff and students and the broader community is the number one priority.
- To brief and engage members, contractors, participants, visitors, families, employees, and the broader community on RBYC's return to sailing and boating and school excursion plans.
- Assessment of facilities and the appropriate plans implemented to accommodate hygiene protocols, physical distancing, and other measures to mitigate the risk of transmission.



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- Resumption of sailing and boating activities and school excursions should not compromise the health of individuals or the community.
- Resumption of sailing and boating activities will be based on objective health information to ensure they are conducted safely and do not increase the risk of COVID transmission rates.
- Decisions about the resumption of sailing and boating and school excursion will take place with careful reference to the National Principles following close consultation with Federal, State and/or Local Public Health Authorities, as relevant.

## GOVERNMENT REGULATIONS

### VICTORIAN RESTRICTIONS

The current restriction levels are regularly updated on the Victorian Government website

→ [Click here to view the current restriction levels.](#)

As RBYC service offering is across several industry sectors, the relevant information tabs are

- Restaurants, cafes, bars, pubs and nightclubs
- Community facilities
- Sport & exercise
- Entertainment and culture
- Religion and ceremony
- Transport

### ON-WATER REGULATIONS

RBYC will continue to be guided by the interpretation Australian Sailing make of the relevant guidelines of the day pertinent to our on-water services including racing and training. As these progress or retract, we will respond.

→ [Click here to go directly to Australian Sailing's COVID-19 Information Hub](#) – you will find the most relevant links to information and support for clubs as well as an archive of COVID-19 related news stories and updates.

RBYC will provide direct and current links to the Australian Sailing COVID guidance on our Coronavirus web page <https://rbyc.org.au/club/covid-19/>

### HOSPITALITY GUIDELINES (FOOD & BEVERAGE OUTLETS)

Our Food and Beverage outlets will operate in line with the industry guidelines as set out by the Chief Health Officer.



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→ [Click here to view the current Hospitality Industry Guidelines](#)

This sets out the following important key information:

- General Planning
- Environmental Issues including cleaning
- Floorplans and patron limits
- Staff and training
- Patron numbers
- Compliance matters

### **MARINA AND RIGGING LAWN GUIDANCE**

RBYC will take advice from Government through the Boating Industry Association and Better Boating Victoria (Department of Transport) as it pertains to our rigging lawn and marina operations.

### **COMMUNICATIONS**

RBYC has a wide range of stakeholders. We will communicate our service offering and COVID measures clearly, accurately in a well-timed manner on a wide range of platforms. This will comprise communications via email, website, social media, podcasts, via onsite signage, verbally and in-person onsite at RBYC.

→ All current RBYC information related to the coronavirus and how it directly relates to our facility is available by visiting <https://rbyc.org.au/club/covid-19/>

We will provide updates as necessary; seek feedback, listen and respond.

We will emphasise the importance of the actions we are taking and the impact we know it will have on members, staff and volunteers. We will use signage extensively and various examples are included within this document. We will encourage everyone to stay safe, recognise the risks, whilst asking them to follow the club's new policies or procedures.

### **STAFF TRAINING AND INDUCTIONS**

Staff safety and wellbeing is paramount. Processes are in place including inductions, information and training.

All RBYC full time hospitality staff have completed the Government training requirement – Operating a hospitality business in a COVID-19 environment. This covers;

- Understanding COVID-19
- Workplace health and safety in a COVID-19 environment
- Preparing the business for operations & Operating the business



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Staff have been provided with 4 layer face masks to wear at work and have access to disposable masks at all times on site.

Prior to every shift, staff have been asked to run through the list of questions on the Vic. Government COVID Staff Health Questionnaire to ensure they have no symptoms. A thermometer is also available onsite for temperature checking.

General inductions have been provided to staff explaining it is the responsibility of every individual to help reduce risks by following the guidelines and rules, including conducting pre-shift health checks, reading and understanding the information provided and adhering to rules to reduce intermixing between staff and patrons where possible.

Processes have been set out for staff that deal with the arrival at work, use of change/shower facilities, personal hygiene and professional appearance, sanitising of hands before entering shared zones, working through the Victorian Government's Staff Coronavirus (COVID-19) Health Questionnaire before each shift and the supply of reference materials on how to help prevent the spread and reduce our risk of the virus.

Additionally, staff have been advised and educated on symptoms, the requirement to stay at home if unwell, the use of work areas, shared workstations and the reporting requirements should it become known they have been in close contact\* with a confirmed case of coronavirus (COVID-19).

\* A close contact is someone who has spent greater than 15 minutes face-to-face, cumulative, or the sharing of a closed space for more than two hours, cumulative, with a confirmed case of coronavirus.

## SAILING

### Additional information

**AUSTRALIAN SAILING GUIDELINES – [click here](#)**

Return to sailing check list – **appendix 1**

Return to training check list – **appendix 2**

Health Screening check list for volunteers – **appendix 3**



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### HYGIENE & BEHAVIOUR REQUIREMENTS

RBYC asks that all employees, members, contractors, visitors, and the general public to get tested if you are feeling unwell and have any symptoms of COVID-19, no matter how mild, you should get tested for the health and wellbeing of our community.

The symptoms to watch out for are:

- Headache
- Fever
- Chills or sweats
- Cough
- Sore throat
- Shortness of breath
- Runny nose
- Loss of sense of smell or taste

In certain circumstances headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhea may also be considered. Diagnosing coronavirus (COVID-19) early, even when symptoms are mild, will help us to slow the spread. Getting tested also means that you can take informed action to protect yourself, your loved ones, and the community. You will be doing your bit to protect all Victorians.

What we all need to keep doing:

#### Practice good hygiene

- Maintain physical distancing, keep at least 1.5 metres away from others
- Wear a fitted mask - preferably with a minimum of two layers
- Understand the risk and symptoms
- Help continue to slow the spread of COVID-19 by getting tested, even if you have mild symptoms
- Stay home and avoid contact if you are feeling unwell
- Take care wherever you go, assume others may be carrying the virus

RBYC advises all regular members, visitors, contractors, and employees to be vigilant with hygiene measures including social distancing, and monitoring for symptoms of COVID-19, specifically fever and acute respiratory illness. The Club ask that you remain home when unwell, and to observe any self-quarantine requirements. RBYC also encourages you to visit your nearest testing centre.



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RBYC is committed to limiting the spread of COVID-19 and will continue to implement COVID safe practices were necessary to reduce the risk of transmission. To reduce the risk of spreading COVID-19 we have already implemented the following:

- Continue to routinely clean frequently touched surfaces with detergent and disinfectant
- Installation of alcohol-based hand sanitiser stations for employees and members
- Implement touch free protocol were possible
- Train employees on COVID safe practices
- Installation of infection prevention control and hygiene requirement signage
- Implemented good hygiene measures
- Implementing policies and practices for social distancing in the workplace



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### PLANNING FOR A COVID-19 DIAGNOSIS AT RBYC

In preparation for, or in the event of a confirmed case of coronavirus (COVID-19) outbreak associated with RBYC, the following measures will be in place in advance to be ready to respond:

- Maintenance of good record keeping on what shifts staff have worked, and in which physical locations. This will help support the Department of Health and Human Services (DHHS) with contact tracing if required.
- Staff and members are required to stay home when unwell, particularly if they are awaiting a coronavirus (COVID-19) test result or have been confirmed to have coronavirus (COVID-19)
- Visitors to the workplace who are not staff and not essential to its functioning are limited.
- Staff and members are provided with clear information and appropriate training and instruction on measures that will reduce their risk of contracting COVID-19 which could include but is not limited to; hand washing, how to clean and disinfect surfaces, and when to stay at home.
- Staff and members know what to do if they feel unwell or suspect they have been infected, according to the information provided by DHHS
- Increased hygiene measures have been implemented for staff, members and patrons.
- RBYC will keep a record of patrons who visit RBYC restaurant, this will include the date and time at which the person attended the facility. Records will be kept electronically or in hard copy for at least 28 days. This Information may be given to DHHS should contract tracing be required.
- Department of Health and Human Services (DHHS) may contact RBYC if anyone who had visited the club was a confirmed case of coronavirus (COVID-19). RBYC would in this instance work with DHHS to implement the recommended protocols.



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### STEPS TO TAKE IF A PARTICIPANT OR STAFF MEMBER IS SUSPECTED OR CONFIRMED TO HAVE COVID-19

1. **ISOLATE:** Remove the person from others. SafeWork Australia recommends giving the person a surgical mask, if possible. Quarantine in the relevant room as per the Boatshed procedures.
2. **INFORM:** Contact the state health authorities (by calling the **Victorian COVID-19 hotline on 1800 675 398**) and follow the advice of health officials. Depending on the situation, authorities may give specific advice. Should a staff member, independent contractor, employee of the independent contractor, or self-employed person receive a confirmed COVID-19 diagnosis and have attended the workplace during the infectious period, then **Worksafe Victoria** must be immediately notified on **132360**.
3. **TRANSPORT:** Ensure the person has transport, either to their home where they can isolate or to a medical facility. This must be in a private vehicle to minimize exposure to others. They should **NOT** use public transport
4. **CLEAN:** Close off the affected areas and do not let others use or enter them until they have been cleaned and disinfected. Contact the clubs contracted cleaner to conduct a deep clean (Mermaid Cleaning T: 03-9807 5851 | M: 0433 462 665). Open outside doors and windows if possible, to increase air flow. All areas, for example offices, bathrooms, common areas and equipment or PPE that were used by the person concerned must then be thoroughly cleaned and disinfected. For further information on how to clean and disinfect [CLICK HERE](#)
5. **IDENTIFY:** Find out who at the workplace had close contact with the infected person (including up to 48 hours before they first started experiencing symptoms). This information can be found through the office attendance register and the course attendance sheets.

*Close contact means anyone who has been face-to-face for at least 15 minutes with the infected person or has been in the same space as them for two hours. Those employees/ participants should then be sent home to isolate and get tested. If the infected employee/ participant had contact with large parts of the workplace, all employees/ participants may have to self-isolate for 14 days.*

6. **REVIEW:** Review COVID-19 risk management controls, in consultation with all staff and management, and assess and decide whether any changes or additional control measures are required.



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## CLEANING PROTOCOL

### BACKGROUND INFORMATION

#### How COVID-19 is transmitted

- Commonly 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 can survive on surfaces, depending on the type of surface and the ambient temperature. Less likely than droplet transmission but possible, someone may acquire the infection if they touch a contaminated object or surface, then touch their mouth, nose or eyes.

#### 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.**

#### Use of personal protective equipment (PPE) when cleaning

Gloves are provided and should be used when cleaning and disinfecting. Always follow the manufacturer's advice regarding use of PPE when using disinfectants.

#### How to clean and disinfect

1. Wear gloves when cleaning and disinfecting. Use of eye protection, masks and gowns is not required when undertaking routine cleaning.
  - a) Disposable gloves will be provided and should be discarded after each clean.



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- b) Clean hands immediately after removing gloves.
2. Thoroughly clean surfaces using detergent (soap) and water.
3. Apply disinfectant to surfaces using provided spray bottle, disposable paper towel or cloth.
4. 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). **See end document for products used.**

**Appendix 4 & 5.**



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## **RBVC OLYMPIC RESTAURANT AND BAR POLICIES**

### **DINE IN AND TAKEAWAY**

#### **CHECKLIST FOR STAFF**

Wash your hands thoroughly with soap and water for at least 20 seconds at the very minimum:

- On arrival at work
- Before preparing or delivering food and/or beverages to tables
- After collecting/clearing used food and beverage items
- Before returning to food or beverage preparation areas
- At the start and end of each meal break
- Before and after touching a customer or their belongings
- After handling money
- Before leaving work
- After blowing your nose, coughing, sneezing, or using the toilet.

Do not come to work if you have a fever (a temperature of 37.5°C or greater), or if you have any symptoms.

If you have symptoms, staff are requested that they get tested for coronavirus (COVID-19). Stay in isolation at home until you get the result and it is negative for COVID-19. **Staff must provide evidence of test results to management which will be kept on file.**

You are encouraged to complete the Staff Questionnaire before every shift and provide to the shift manager for recordkeeping. **Appendix 6.**

Be rigorous in maintaining the new cleaning and sanitising schedule (for example touch points such as tables and counters need to be cleaned and sanitised before and after use by customers).

#### **KITCHEN**

- Follow food safety program as outlined by Bayside City Council

#### **DINE IN**

##### **ON OPENING**

- Dishwasher and glass washers to have detergent levels checked
- Disposable gloves at various stations
- Hand sanitiser levels checked
- Double check number of chairs meets government legislation and that tables remain in 1.5m spread.



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- Check all staff soap and paper towel dispensers are stocked

### **DURING SERVICE**

- Tables, eftpos terminals, door handles, POS systems to be wiped every 30mins and signed off regardless if patrons have been using the tables or not
- All tables to be wiped after every customer
- Separate entry and exit door
- Details of every customer taken on entry to the restaurant
- Restaurant to remain cashless
- Salt and pepper not to be left on tables. Individually packaged sachets to be put in glasses and given to customer – glasses to be changed after every customer
- Water jugs and glasses to be given to each customer. Customers not to collect their own
- Single use menus to be used by customers, disposed off after each table has departed
- Disposable gloves to be worn by waitstaff when handling cabinet food. Tongs regularly changed for new ones.
- Keep cups will remain unavailable for the present time
- Cutlery station to remain unavailable for customers to help themselves
- Paper towel to be used to wipe tables – disinfectant for restaurant tables and restaurant surfaces, sanitiser for kitchen surfaces

### **POST SERVICE**

- All tables to be disinfected and anti bacterial protectant spray – left to dry as per instructions
- All blue chux clothes to be disposed off
- All surfaces behind bar and services areas to be disinfected and wiped with any bacterial protectant spray
- Floors to be swept and moped with bleach mixture as per standard operating procedure
- Bins emptied and relined for next day service
- All touch points rewiped – water dispenser, eftpos machines etc



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### WELLBEING SUPPORT SERVICES & HEALTH TIPS

The following suggestions will also enhance your mental health and physical wellbeing:

- Maintain basic hygiene, particularly frequently washing your hands with soap and or using hand sanitiser.
- Maintain a healthy diet, exercise, and sleep regime.
- Talk to loved ones about worries and concerns.
- Engage in hobbies and enjoyable activities.
- Be prepared, ensure you have enough food, supplies and medication on hand. Ask for help collecting these items where possible.
- Avoid or reduce your use of alcohol and tobacco.
- Make sure you receive information through trusted and credible sources.
- Stay connected with friends and family via phone and or video technology.

If you are affected by coronavirus (COVID-19), it is important to look after your mental health as well as your physical wellbeing. Click [HERE](#) for a list of mental health resources and useful information on how to identify the signs of stress and support services that are available if you and those around you need someone to talk to.

**NOTE: PLEASE REFER TO <https://www.dhhs.vic.gov.au/business-sector-coronavirus-disease-covid-19> FOR UPDATED DEPARTMENT OF HEALTH PROCEDURES.**

# COVID Safe plan

## Our COVID Safe Plan

Business name: \_\_\_\_\_Royal Brighton Yacht Club\_\_\_\_\_

Site location: \_\_\_\_\_

Contact person: \_\_\_\_\_Hannah Catchpole\_\_\_\_\_

Contact person phone: \_\_\_\_\_0458 580 046\_\_\_\_\_

Date prepared: \_\_\_\_\_5.08.20\_\_\_\_\_

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<p><b>Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.</b></p>	<p>Hand sanitiser stations placed throughout the building</p> <ol style="list-style-type: none"> <li>1. Members' Bar</li> <li>2. Restaurant x 3</li> <li>3. Reception entrance</li> <li>4. Sailing office</li> <li>5. Back of house restaurant</li> </ol> <p>Power towels and soap levels checked daily – both morning and night</p>
<p><b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b></p>	<p>Most Club activities are outside (open air environments).</p> <p>For the main clubhouse, air conditioners have been adjusted to provide fresh air</p>
<p><b>In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own.</b></p>	<p>All staff to wear face masks as required by Victorian Government. RBYC to provide additional disposable masks and also custom made masks to all staff.</p> <p>All Members, contractors and tenants have been instructed to wear face masks or masks.</p> <p>Signage requiring face masks is posted around the Club.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</b></p>	<p>All senior management staff to have completed the Hospitality COVID training. COVID training then conducted with all casual staff prior to the reopening of the restaurant. Regular checks by management to ensure casual staff are across all elements of COVID training and feel comfortable in the processes set by the club.</p>
<p><b>Replace high-touch communal items with alternatives.</b></p>	<ul style="list-style-type: none"> <li>▪ Removal of salt and pepper shakers – replaced with single serve sachets.</li> <li>▪ Disposable cutlery offered for takeaway services</li> <li>▪ Cease accepting keep cups for coffee orders.</li> <li>▪ POS: there is a strict sanitising regime.</li> </ul>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Cleaning</b>	
<p><b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b></p>	<p>Surfaces, eftpos terminals, door handles, POS systems to be wiped every 30mins and signed off regardless if patrons have been using the tables or not</p>
<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<p>These are checked twice weekly and purchased in bulk from Hunters Industrial. Refer attachment re specs of products.</p> <p>RBYC engages a professional external cleaning company and supplier of cleaning materials to clean offices, the main clubhouse and all bathrooms and toilets.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
<p><b>Ensure that all staff that can work from home, do work from home.</b></p>	<p>A thorough review has been conducted of all roles. All staff have been instructed not to come to work on site unless they are specifically rostered for roles that are can only be done on site.</p> <p>Upon Stage 4 restrictions being announced Membership Manager and Sailing Coordinator/ Discover Sailing commenced working from home.</p> <p>General Manager reduced hours on site and works from home where possible.</p>
<p><b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b></p>	<p>N/A – one site only</p>
<p><b>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</b></p>	<p>Staff policy re illness</p> <ul style="list-style-type: none"> <li>▪ Do not come to work if you have a fever (a temperature of 37.5°C or greater), or if you have any symptoms.</li> <li>▪ If you have symptoms, staff are requested that they get tested for coronavirus (COVID-19). Stay in isolation at home until you get the result and it is negative for COVID-19. Staff must provide evidence of test results to management which will be kept on file.</li> <li>▪ You are encouraged to complete the Staff Questionnaire before every shift and provide to the shift manager for recordkeeping. Refer: Hospitality Industry Guidelines for coronavirus (COVID-19)</li> </ul>
<p><b>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</b></p>	<p>Only kitchen remains communal work area and staff can in the main social distance when cooking.</p> <p>Customers are always served from behind counter and remain 1.5m apart. Signage is marked on floor further highlighting social distancing.</p>
<p><b>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</b></p>	<p>As above. Floor signage in front of service area for restaurant and on decking area.</p> <p>Room patronage limits are also signed</p>
<p><b>Modify the alignment of workstations so that employees do not face one another.</b></p>	<p>N/A</p>
<p><b>Minimise the build up of employees waiting to enter and exit the workplace.</b></p>	<p>N/A skeleton staff only working</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b></p>	<p>All senior management staff to have completed the Hospitality COVID training.</p> <p>COVID training then conducted with all casual staff prior to the reopening of the restaurant.</p> <p>Regular checks by management to ensure casual staff are across all elements of COVID training and feel comfortable in the processes set by the club.</p>
<p><b>Review delivery protocols to limit contact between delivery drivers and staff.</b></p>	<p>Singular delivery spot for drivers. Maintain social distancing of 1.5m.</p>
<p><b>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</b></p>	<p>Minimal staff onsite where possible. Reductions in over lapping of staff starting and finishing times.</p>
<p><b>Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the <a href="#">‘four square metre’ rule</a>.</b></p>	<p>Clear signage put on the entrance to all doors that highlights the room capacity where the public might assess.</p>

Guidance	Action to ensure effective record keeping
<p><b>Record keeping</b></p>	
<p><b>Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</b></p>	<ul style="list-style-type: none"> <li>▪ All contractors must sign in and out of venue.</li> <li>▪ QR codes used in restaurant when allowed to open</li> <li>▪ Casual staff use deputy online rostering system</li> <li>▪ Salaried staff working regular shifts. Can confirm via email and medical certificates if absent.</li> </ul>
<p><b>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</b></p>	<p>Staff report all issues to their direct reports and issue immediately rectified where possible.</p>

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
<p><b>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</b></p>	<p>Regular meetings with General Committee and reforecasting of budget to allow for continual changes to COVID situation.</p> <p>Staff meetings held in person or via zoom each Friday morning to update everyone on any changes or issues.</p>
<p><b>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</b></p>	<p>Use of QR codes in restaurant and on Ferry service for accessing marina during closure.</p> <p>All staff encouraged to have government COVID app.</p>
<p><b>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</b></p>	<p>Commercial cleaning company used by RBYC – this is adapted as necessary and prior to the opening of each section of the club additional thorough cleaning is arranged. For example: gym, changing rooms</p>
<p><b>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</b></p>	<p>Immediate call to Department of Health and follow their instructions.</p>
<p><b>Prepare to notify workforce and site visitors of a confirmed or suspected case.</b></p>	<p>Staff members will be called individually and also notified via email and online rostering system. Members will be notified via email and online newsletter system.</p>
<p><b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b></p>	<p><b>Call WorkSafe Victoria on 13 23 60 if the Club has a confirmed COVID-19 case at your workplace and follow instructions.</b></p>
<p><b>Confirm that your workplace can safely re-open and workers can return to work.</b></p>	<p>Deep clean of premises undertaken. Staff notified via email and phone that it is safe to return to club. Members will be notified via email and online newsletter system.</p>

## COVID-19 Return to Sport Checklist

### CHECKLIST FOR SAILING CLUBS

This Vicsport framework document sets out a range of essential business and operational actions we recommend you undertake when considering your return to sport following the COVID-19 pandemic. It should be considered in conjunction with the *Victorian Community Sport and Recreation Organisations Guidance and Return to Play Template*.

The actions in this document, developed in consultation with Sport and Recreation Victoria, health experts and Victorian sport organisations, should not be taken as legal or financial advice. The information is of a general nature. If required, you should seek your own legal and financial advice when finalising your organisational return to sport strategy.

You should also remain in close contact with your stakeholders while preparing for, and during, your return to sport. These stakeholders – including your administrative staff, officers, members, volunteers and other key stakeholders such as state/local government and sponsor contacts – will be seeking guidance from you on your return to sport plans.

Keep up to date with, and ensure you rely on, official COVID-19 information. Avoid relying on hearsay or rumour:

Agency	Online resource
Australian Sailing COVID Hub	<a href="https://www.sailingresources.org.au/covid-19/">https://www.sailingresources.org.au/covid-19/</a>
Australian Government Department of Health	<a href="https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert">https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert</a>
Australian Institute of Sport	<a href="https://ais.gov.au/health-wellbeing/covid-19">https://ais.gov.au/health-wellbeing/covid-19</a>
Australian Health Protection Principal Committee (AHPCC)	<a href="https://www.health.gov.au/committees-and-groups/australian-health-protection-principal-committee-ahppc">https://www.health.gov.au/committees-and-groups/australian-health-protection-principal-committee-ahppc</a>
Victorian Government Department of Health and Human Services	<a href="https://www.dhhs.vic.gov.au/state-emergency">https://www.dhhs.vic.gov.au/state-emergency</a>
VicHealth	<a href="https://www.vichealth.vic.gov.au/">https://www.vichealth.vic.gov.au/</a>
Vicsport	<a href="https://vicsport.com.au/">https://vicsport.com.au/</a>
Local Government Victoria	<a href="https://www.localgovernment.vic.gov.au/">https://www.localgovernment.vic.gov.au/</a>
Other key regulators – e.g., Worksafe Victoria	<a href="https://www.worksafe.vic.gov.au/">https://www.worksafe.vic.gov.au/</a>

1. Strategic Planning	
(a) Conduct a general review of how your organisation operates. Adjust plans and strategy based on changes to your finances and operational needs. When planning, ensure your assumptions are realistic and robust. Ensure they can be easily adapted as conditions change.	<input type="checkbox"/>

(b) Your club may have to change their season plan. Document multiple ways that your organisation will manage this. (considering eased or tightened Victorian government restricted activity directions and Department of Health advice)	<input type="checkbox"/>
(c) Consider alternative participation formats or rule changes to align with adjusted season dates or changes to COVID-19 health restrictions	<input type="checkbox"/>
(d) Put together a plan for how your organisation will engage with your members (and prospective members) in the current climate and moving forward. Review membership costs based on changes in season length or season cancellation. Consider member concessions for those impacted by financial hardship.	<input type="checkbox"/>
(e) Contact your sponsors and see how they are going. Is there a need to review the arrangement? Discuss different ways to provide them with value, are they open to utilising funds already provided for a different use?	<input type="checkbox"/>
(f) Have you applied for grants that may be available during this time?	<input type="checkbox"/>

<b>2. Financial Planning</b>	
(a) Review your budget and revise forecasts based on likely changes in revenue and expenditures (e.g., member fee refunds/reductions, changes in sponsorship, loss of social functions, fundraising etc)	<input type="checkbox"/>
(b) Update financial records and follow up those who currently owe your organisation money. Be flexible where possible and consider options like negotiating payment plans.	<input type="checkbox"/>
(c) Renegotiate supply costs and other expenses where possible (e.g., insurance premiums, lease costs, venue hire fees, bank payments, refund of liquor licence fees already paid for 2020)	<input type="checkbox"/>
(d) Have you applied for all available funding support, such as JobKeeper, cash flow support?	<input type="checkbox"/>
(e) Have you applied for grants that may be available during this time?	<input type="checkbox"/>
(f) Make sure your organisation is still financially viable. Do you have enough money to pay your bills? Obtain legal and financial advice if you have concerns.	<input type="checkbox"/>

<b>3. Compliance</b>	
(a) Have you reviewed your constitution and related legal requirements to make your organisation is conducting Annual General Meetings, Club Meetings line with applicable rules?	<input type="checkbox"/>
(b) Check that no licences or leases need to be updated or renewed– e.g., liquor licensing/Responsible Serving of Alcohol, child safe standards and working with children requirements.	<input type="checkbox"/>
(c) Review committee policies to ensure they are current and still fit for purpose	<input type="checkbox"/>
(d) Ensure all financial reporting requirements are met. Has the annual financial statement been lodged with Consumer Affairs Victoria? If there are any paid staff or the organisation reports for GST purposes ensure PAYG and superannuation for staff, BAS payments and payroll requirements for JobKeeper payments are up to date.	<input type="checkbox"/>

(e) Ensure your Return to Sport protocols are in line with Australian Sailing, do not contravene Commonwealth or State legal requirements and align with the Victorian Community Sport and Recreation Organisations Guidance and Return to Play Template.	<input type="checkbox"/>
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<b>4. Stakeholders</b>	
(a) Have you been in regular contact with members/participants and provided them with information updates and details of any other ongoing member benefits??	<input type="checkbox"/>
(b) Have you received relevant information from Australian Sailing on Return to Sport plans and communicated those to members/participants?	<input type="checkbox"/>
(c) Have you had regular contact with your staff (if any) and volunteers including coaches, officials, sports trainers, team managers etc.?	<input type="checkbox"/>
(d) Have you identified your key contacts within your State Association or League, other clubs, especially clubs that are your co-tenants. Ensure you communicate with them regularly and share relevant information.	<input type="checkbox"/>
(e) Keep in regular contact with your local government authority (LGA) and provide regular updates around your Return to Sport plan.	<input type="checkbox"/>
(f) Speak with your sponsors about how you can support them and provide value wherever possible.	<input type="checkbox"/>

<b>5. Health and Safety</b>	
(a) Ensure the resumption of your sporting activities in Victoria occurs only when allowed by federal/state public health and restricted activity laws	<input type="checkbox"/>
(b) Understand your clubs and Australian Sailings risk management strategy around the further suspension of your sport (e.g., due to localised outbreak of infection at a local sporting club or a positive test at your club).	<input type="checkbox"/>
(c) Ensure that you have access to a sailing Checklist updated for COVID-19 considerations and it is followed to manage sailing operations.	<input type="checkbox"/>
(d) Implement infection control and hygiene measures which might include: <ul style="list-style-type: none"> <li>• Health/medical clearances for participants to resume training/sailing</li> <li>• Waivers/declarations of fitness to sail</li> <li>• At venue temperature screening, swab testing, recommended use of COVID Safe mobile app</li> <li>• Cleaning and physical distancing protocols</li> <li>• Plan for management of high-risk groups and symptomatic participants</li> <li>• Equipment safety and hygiene protocols</li> <li>• Specific requirements for coaches, instructors and officials</li> </ul> Refer to the Victorian Community Sport and Recreation Organisations Guidance and Return to Play Template for specific guidance.	<input type="checkbox"/>
(e) The COVID-19 period is stressful and affecting individuals mental health. Do you know how to gain access to mental health support for participants, staff and volunteers? Speak with Australian Sailing if you require assistance.	<input type="checkbox"/>

<b>6. Risk Management</b>	
(a) Confirm that your insurance policies are up-to-date for the new environment – ensure all relevant consents are obtained, clarify what is covered and any exclusions caused by COVID-19	<input type="checkbox"/>
(b) Ensure your organisation has undertaken (or updated) a review of risks it may face due to COVID-19. Documented these risks and how your organisation will address them in a Risk Register. Your organisational Risk Management Policy should also be reviewed or developed if you do not have one.	<input type="checkbox"/>
(c) Has your organisation considered what it will do in a crisis management situation? Put a plan in place and work through it, reviewing and testing where possible. How will your organisation continue to operate?	<input type="checkbox"/>

<b>7. Human Resources</b>	
(a) Support your volunteers as you return to sailing. Provide an induction on safe COVID-19 practices	<input type="checkbox"/>
(b) Check that required training certification is current, including instructor and coaching accreditation etc.	<input type="checkbox"/>
(c) Ensure your staff or volunteer working conditions do not contravene Commonwealth or State legal requirements	<input type="checkbox"/>
(d) Get your volunteers involved by working together to determine and agree on how things will be done, especially any new ways of working, for e.g. safety boat, race management operation, on-line meetings etc	<input type="checkbox"/>

<b>8. Facilities</b>	
(a) Ensure facilities continue to comply with health and safety legal requirements	<input type="checkbox"/>
(b) Double-check any venue bookings required for events	<input type="checkbox"/>
(c) Engage with landlord/local council to ensure you meet any of their requirements for operation and any potential for reduction in lease	<input type="checkbox"/>
(d) Implement any modifications required to club management practices including: <ul style="list-style-type: none"> <li>• Restrictions on the use of facilities such as clubrooms, canteens, toilets or changerooms</li> <li>• Assessment of dimensions of club facilities and implementation of physical distancing measures within those spaces (e.g., limits on number of persons in a space at any one time)</li> </ul>	<input type="checkbox"/>

If you have any general questions regarding return to sailing, contact Gavin Wall [gavin.wall@sailing.org.au](mailto:gavin.wall@sailing.org.au) or the DHHS COVID hotline on 1800 675 398

Session: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Timing		Action	Check
Pre session	1	Reminder message sent to all participants;	
		(a) Confirming session times & arrival time prior to session	Y/N
		(b) Arrive prepared to sail i.e. changed into sailing gear etc	Y/N
		(c) Ensuring to bring own personal equipment e.g. water bottles, life jackets (bring own if possible), sailing clothes - NO SHARING ALLOWED!!	Y/N
		(d) If showing any symptoms (runny nose, cough, sneezing, loss of smell... - DO NOT ATTEND and inform coach/ Instructor/ DSC Principal	Y/N
		(e) Wash hands before and after session	Y/N
		(f) Drive to session in own vehicles unless share house with other member of group (i.e. no car-pooling)	Y/N
		(g) Parents to drop off and pick up children from outside the club wherever possible	Y/N
	2	Conduct an instructor/coach briefing to ensure all are of the same understanding on the restrictions and compliance requirements. Ensure instructors/coaches are healthy and well informed of specific COVID symptoms to look at for.	Y/N
	3	Ensure rigging and briefing zones are set up and obvious	
	4	Ensure all key sailing equipment etc has been cleaned after previous sessions	Y/N
Start of session	5	Register participants in attendance to ensure participant numbers are within agreed limits and contact details are correct	Y/N
	6	Parents / visitors are registered with contact details, time in and out if staying to watch sailing	Y/N
	7	Temp checks (if applicable)	Y/N
	8	Reconfirm with participants they are Symptom Free	
	9	Remind participants:	
		(a) Agreed distancing rules	Y/N
		(b) NO SHARING of water bottles, doleys, life jackets etc	Y/N
		(c) Washed hands?	Y/N

## Training / Sailing Check List



During Session	10	Maintain distancing rules	Y/N
	11	Monitor athletes are not sharing water bottles/ kit etc	Y/N
	12	Any shared equipment sanitised at appropriate intervals	Y/N
	13	Remind participants to wash hands during session breaks and on leaving venue	Y/N
	14	Record time participants leave session	Y/N
	15	Ensure participants leave venue immediately (no post session 'socialising')	Y/N
Post Session	16	Conduct an instructor/coach de-brief to ensure all compliance requirements have been completed and if there are any issues or learnings that need to be applied to next session	Y/N
	17	Disinfect any shared equipment, boats, life jackets, training room etc	Y/N
	18	Disinfect all instructor / coach / officials support equipment, boats, radios, tablets etc	Y/N

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

## COVID-19 Health Screening Declaration Form

The information collected below is to facilitate the screening process as required by the Commonwealth Department of Health. In accordance with the Privacy Act 1988, the information is collected solely for the purpose of ensuring we comply with current legislation. Records will be safely and securely stored and destroyed when no longer required.

Please note, that when you are **not able** to meet these guidelines you will **not be able to participate or facilitate any events or programs organised by (ADD YOUR CLUB/CENTER NAME HERE)**. We hope you understand that these measures are put in place to ensure the health and safety of our staff, volunteers and participants.

Name of person completing: \_\_\_\_\_

**Please read the following and tick as applicable**

	YES	NO
1. I have returned from a place outside Australia in the last 14 days		
2. I have been in contact with someone confirmed or suspected to have COVID-19 in the last 14 days		
3. I am currently unwell with any of the following: fever, symptoms of acute respiratory illness (sore throat, runny nose, cough, headache, shortness of breath), loss of sense of smell or taste, chills, muscle pain joint pain, diarrhoea, nausea/vomiting, or loss of appetite.		
4. I am currently in close contact caring for someone who is unwell		
5. I have been diagnosed with COVID-19		
6. I have been diagnosed with COVID-19 previously and have been given clearance from isolation (proof required)		
7. If requested I agree to have my temperature checked		
8. I agree to arrive prepared for the session and am prepared to leave immediately after its completion		
9. I agree to comply with current health guidelines and practice physical distancing during the session		
10. I agree to abide by and additional directions/instructions I am given by the Australian Sailing staff while I am facilitating or participating in the session and understand these are given in the interest of the safety of staff, volunteers and participants at The Boatshed.		

**Signed by:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Staff or Management to complete:

- Proof of clearance if previously diagnosed with COVID-19 has been sighted and copy made. Yes                      No



**PRODUCT DATA SHEET**  
**CLEANER DISINFECTANT**  
**Commercial Grade Disinfectant**



HUI-2015  
CPv2.2i-2012  
Cleaning Products

*Cleaner Disinfectant passes the test for Commercial Grade Disinfectants when diluted at 1 part chemical to 15 parts of water. This product features the latest benzene free quaternary ammonium compounds. It can be used on all hard surfaces including floors, walls, benches and bathrooms. It is ideal for mopping in bathroom and tiled areas and can be used as a spray and wipe product. This product meets the GECA standard CPv2.2i-2012 Cleaning Products. This product is registered with GECA under licence number HUI-2015.*

FEATURES & BENEFITS	AREAS OF USE
<ul style="list-style-type: none"><li>• Awarded GECA (HUI-2015)</li><li>• Unique twin chain benzene free quaternary formulation</li><li>• Biodegradable</li><li>• Unique fragrance</li><li>• Non streaking</li><li>• Phosphate free</li></ul>	<ul style="list-style-type: none"><li>• Hospitality</li><li>• Schools</li><li>• Child Care Centres</li><li>• Nursing Homes</li><li>• Facilities</li></ul>

**DIRECTIONS FOR USE**

***For Floor Mopping Applications:***

*Dilute at 1 part to 40 parts hot water.*

***Disinfectant:***

*Dilute at 1 part to 15 parts hot water.*

***For Spray Wipe:***

*Dilute at 1 part to 5 parts water. Spray over surface and wipe dry.*

***Available In: 5lt, 3x5lt, 15lt***



## PRODUCT DATA SHEET

### RTU SANITISER

#### No Rinse Sanitiser

*RTU Sanitiser when used on a pre cleaned surface will sanitise all hard surface food preparation surfaces such as benches, trolleys, trays, crockery, fittings and equipment.*

FEATURES & BENEFITS	AREAS OF USE
<ul style="list-style-type: none"><li>• Twin chain quat (benzene free)</li><li>• Environmental benefits</li><li>• Workable dilution rates</li><li>• Economical</li></ul>	<ul style="list-style-type: none"><li>• Hotels / Motels</li><li>• Restaurants</li><li>• Nursing Homes</li><li>• Canteens</li><li>• Food outlets</li><li>• Catering</li></ul>

#### DIRECTIONS FOR USE

*Ensure that the surface is cleaned prior to applying sanitiser. Spray directly onto surface required to sanitise and allow to air dry or wipe off with a clean paper towel after a minimum of three minutes contact time.*

**Available In: 6x750ml**

## STAFF QUESTIONNAIRE

We encourage each staff member to complete this questionnaire before starting any shift and give your completed questionnaire to the shift manager to keep as a record.

Staff name: \_\_\_\_\_

Date: \_\_\_\_\_ Time of shift: \_\_\_\_\_

Are you currently required to be in isolation because you have been diagnosed with coronavirus (COVID-19)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you been directed to a period of 14-day quarantine by the Department of Health and Human Services as a result of being a close contact of someone with coronavirus (COVID-19)?	<input type="checkbox"/> YES <input type="checkbox"/> NO

**If you answered YES to either of the above questions you should not attend work until advised by the Department of Health and Human Services that you are released from isolation or until your 14-day quarantine period is complete.**

**If you answered NO to the above questions, proceed to the symptom checklist below.**

### Are you experiencing these symptoms?

Fever (If you have a thermometer, take your own temperature. You are considered to have a fever if above 37.5°C)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Chills	<input type="checkbox"/> YES <input type="checkbox"/> NO
Cough	<input type="checkbox"/> YES <input type="checkbox"/> NO
Sore throat	<input type="checkbox"/> YES <input type="checkbox"/> NO
Shortness of breath	<input type="checkbox"/> YES <input type="checkbox"/> NO
Runny nose	<input type="checkbox"/> YES <input type="checkbox"/> NO
Loss of sense of smell	<input type="checkbox"/> YES <input type="checkbox"/> NO

If you answered **yes** to any of the above questions you should **not** enter your workplace (or should leave your workplace). Tell your employer, go home, and get tested for coronavirus (COVID-19).

If you answered **no** to all the above questions, you can enter your workplace.

If you develop symptoms, stay at home and seek further advice from the 24-hour coronavirus hotline 1800 675 398 or your general practitioner.

# Protect yourself and your family

Wash your hands regularly



**1**

Wet your hands.



**2**

Put soap on  
your hands.



**3**

Rub the soap over all  
parts of your hands for  
at least 20 seconds.



**4**

Rinse your  
hands under  
running water.



**5**

Dry your hands thoroughly  
with disposable paper towel  
or hand dryer.

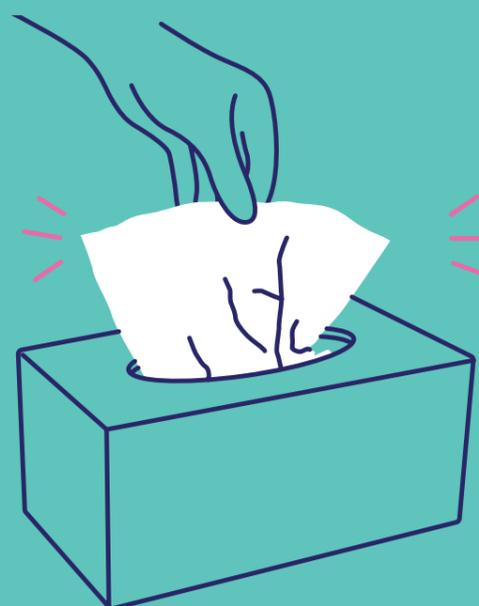
Stay germ free and healthy

# SIMPLE STEPS TO HELP STOP THE SPREAD.

**Cough or sneeze into your arm**



**Use a tissue**



**Bin the tissue**



**Wash your hands**



**HELP STOP THE SPREAD AND STAY HEALTHY**

**TOGETHER WE CAN HELP STOP THE SPREAD AND STAY HEALTHY.**

For more information about **Coronavirus (COVID-19)** visit **health.gov.au**



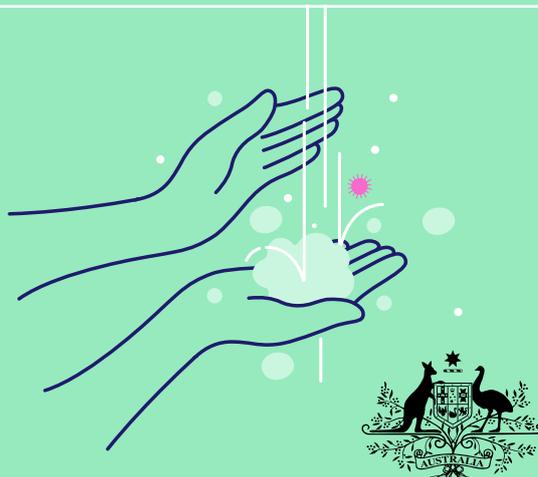
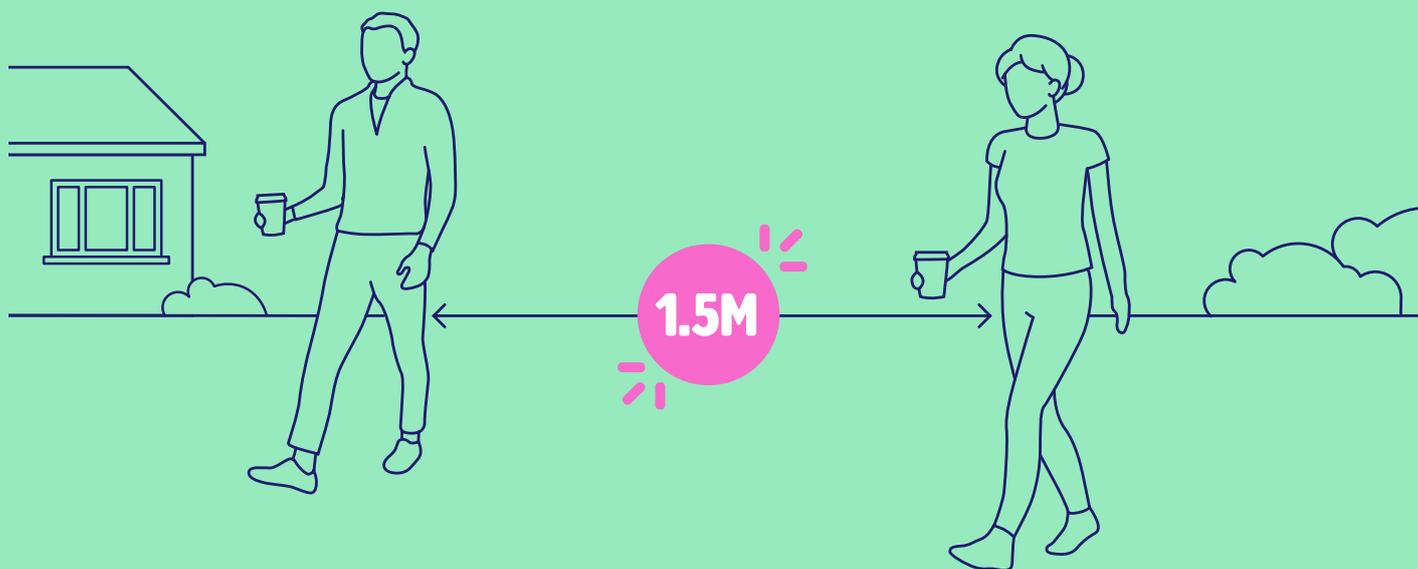
Australian Government

# Keep physical distancing and **BE COVIDSAFE**



Physical distancing is working to help keep us all COVIDSafe. Remember, whenever you go out, stay 1.5 metres apart and avoid physical greetings. Follow guidelines in shops and businesses and always practise good hygiene. This will help stop the spread of coronavirus.

Together, let's **BE COVIDSAFE**.  
Visit [health.gov.au](https://www.health.gov.au) for more information.



Australian Government



# Slowing the spread of coronavirus

Stay home. Protect our health system. Save lives.

- **WASH** your hands often with soap and running water, for at least 20 seconds. Dry with paper towel or hand dryer.
- **TRY** not to touch your eyes, nose or mouth.
- **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.
- **PHONE** your doctor or the hotline – **1800 675 398** – if you need medical attention. They will tell you what to do.
- **CONTINUE** healthy habits: exercise, drink water, get plenty of sleep.
- **BUY** an alcohol-based hand sanitiser with over 60% alcohol.



Find out more  
[www.dhhs.vic.gov.au/coronavirus](http://www.dhhs.vic.gov.au/coronavirus)

If you are concerned, call the  
**Coronavirus hotline 1800 675 398 (24 hours)**

Please keep Triple Zero (000) for emergencies only