



Mornington Yacht Club

COVID Safe Plan V6

Updated April, 2021

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1. Please do not enter the venue if you are experiencing symptoms
2. Slowing the spread of Coronavirus
3. Cover your cough and sneeze
4. Wash your hands regularly
5. Let's Keep 1.5m apart

INTRODUCTION

MYC's number one priority is to keep participants, staff, members and volunteers safe. The information in this document is to provide guidance on how to reduce the risk of infection from COVID-19 in accordance with current government guidelines.

It is the club's role to communicate all relevant information and to remind everyone involved of their individual and collective responsibility to prevent the spread of COVID-19 and to ensure the safety of others.

The government are continuing to issue phased plans in stages, and as they are changing so quickly we will not include the full detail in this plan, but will provide an outline and direct links to the current regulations.

Government Regulations

- Victorian Restrictions

The current link to the Victorian Government website is provided below.

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

- On water Regulations

MYC will continue to be guided by the interpretation Australian Sailing make of the appropriate guidelines of the day relevant to our on-water activities including racing and training. As these develop or withdraw, we will respond accordingly.

→ [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.

→ [Click here to go to MYC Coronavirus updates webpage](#) - MYC will provide current updates

Yard Regulations

MYC will take advice from Government through the Boating Industry Association and Better Boating Victoria (Department of Transport) as to what information relates to our boat yard operations.

COVID-19 TEAM

MYC has appointed a COVID-19 task group to make decisions related to activities, operations and implementing the relevant regulations. Policy matters will be presided over by the Board.

The task group comprises: Commodore Greg Martin, Rear Commodore Bill Bennett, Vice Commodore John Underwood and Club Manager Sarah Grant

They will:

- Recommend policies to the Board identifying how the Club will operate under the restrictions of the day
- Oversee the implementation of any MYC activity in line with those policies
- Communicate all relevant information to MYC stakeholders
- Provide staff (and where relevant, stakeholder) training
- Review policies and operations and progress or withdraw them in line with the regulations of the day

COMMUNICATIONS

Once we receive any updates from Australian Sailing and the Government, MYC will communicate this in a timely manner to our members and stakeholders via email, our member's club app, our website, social media and onsite signage at MYC.

→ All current MYC information related to the coronavirus and how it directly relates to our club is available by visiting <https://www.morningtonyc.net.au/covid---19-club-updates.html>

We will emphasise the importance of the actions we are taking and the impact we know it will have on members, participants, staff and volunteers.

We will use signage at the premises, and 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.

CLUBHOUSE & AMENITIES

- Club rooms are open with a capped number allowed in at one time – 1 person per 2 square metre. The maximum numbers are stipulated on entry doors and members must check before entering.
- Changing facilities are open
- Disabled bathroom (ground floor) is open
- Clubhouse maximum numbers are as per the current government guidelines (signs are on all entry doors specifying this).
- Everyone entering the yard and clubhouse must sign in via the relevant QR code (signs are on all entry doors). For those entering for participation in any Sailability Program, signing-in will be mandatory for everyone, except that the system will remain a manual one.
- The club kitchen is open to members, but must adhere to the 1 person per 2 square metre rule, so a maximum of 2 in the area. After use the member must disinfect any high touch areas, use hot soapy water to clean equipment (dishes, cups etc.) and use the paper towels provided to dry areas and equipment.

HYGIENE & BEHAVIOUR REQUIREMENTS

MYC requests that all staff, members, contractors, participants, visitors and the general public practice good hygiene whilst at the club.

- Social Distancing – keep at least 1.5 metres away from others; this includes whilst on yachts, tenders, ribs and club boats.
- Regularly wash your hands with soap and water for 20 seconds with soap, or with hand sanitiser with 60% + alcohol content, including prior to arrival and after departure
- Sign in to all areas of the club (yard, members bar and function room, and Sailing) using the QR scanner code located at the applicable entry points. Sailability will use a manual system, as described above.
- Adhere to the mandated number limits in club rooms, bar and deck
- Understand the risks and symptoms
- Stay home if feeling unwell or have any COVID-19 symptoms however mild
- Get a test, even if you have mild symptoms
- Stay home if you have returned from overseas travel in the last 14 days
- Stay home if you have been in contact with someone who has been diagnosed with COVID-19 in the last 14 days

The symptoms to look 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 diarrhoea 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.

BACK TO SAILING

Australian Sailing Guidelines – [click here](#)

Metropolitan Melbourne (under step 3) from midnight 8 November – [click here](#)

CLUB RACING

- A skipper or crew from each boat must attend the race office and complete a boat sign on sheet which needs to occur at least 15 minutes prior to the scheduled race start time.
- For contact tracing purposes ALL crew members and skippers must sign in with the Sailing QR Scanner code (which can be found on all entrance's to the club, the club's website homepage news section, club app or on the Race Office notice board).
- Maximum of 2 people are allowed in the race office
- Maximum of 2 people allowed in the race tower (please be patient on the radio).
- Race sign off will be as normal.
- Race results will be published on the website.

STAFF /VOLUNTEER /INSTRUCTOR /PARTICIPANT REQUIREMENTS

In addition to the HYGIENE AND BEHAVIOUR REQUIREMENTS listed in the next section, the following must be adhered to:

- All volunteers to complete a COVID-19 health declaration form – [see appendix 2](#)
- All Staff / Instructors must complete COVID-19 health declaration form prior to their first shift with MYC – [see appendix 3](#)
- Staff / Instructors must complete the training checklist for each course – [see appendix 4](#)
- Only those registered for the course via RevSport are allowed to participate
- On water activities are to only be those allowed by the restrictions at the time
- If someone becomes unwell during a session please follow the **STEPS TO TAKE IF A PARTICIPANT OR STAFF MEMBER IS SUSPECTED OR CONFIRMED TO HAVE COVID-19**
- If a participant cannot attend for the reasons listed in the HYGIENE and BEHAVIOUR REQUIREMENTS below MYC will reschedule the booking.

SAIL TRAINING – DISCOVER SAILING CENTRE

Please refer to [STAFF /VOLUNTEER /INSTRUCTOR /PARTICIPANT REQUIREMENTS](#) with the addition of the following:

- All equipment including training boats, lifejackets and common touch areas are to be cleaned before and after each session as per the training checklist

- Double handing of equipment will be minimised and where unavoidable, cleaning between handling will occur.
- Participants will be allocated to a boat and lifejacket for their session to avoid sharing equipment.

SAILABILITY PROGRAMS

Please refer to [STAFF /VOLUNTEER /INSTRUCTOR /PARTICIPANT REQUIREMENTS](#) above, with the addition of the following:

- All equipment, including the power boat, sailing dinghies, lifejackets, slings, furniture (trestle tables and chairs) and common touch areas, are to be cleaned at the end of each session as per the Sailability Checklist (refer to Cleaning Protocol section below).
- During a session, certain items of equipment will be cleaned after each use. For the power boat and the sailing dinghies, this means cleaning the boat before any new participant(s) is/are loaded into the vessel.
- During a session, certain items of equipment will be limited to single use. This includes bean bags, slings and PFD's. These will be discarded after each individual use, and will be cleaned at the end of the session.
- After arrival, groups waiting to sail will be seated together, but socially distanced from all other groups. Furthermore, when a group departs MYC, and another group is expected to arrive, then all of the furniture used by the previous group will be cleaned before that next use occurs.
- No drinks station (tea, coffee etc.) will be setup at any time during the session. It will be BYO for all volunteers, participants and carers.

PACKING UP AND CLEANING – also refer to [CLEANING PROTOCOL](#) below

During a Sailability or Sail Training session, boats will be cleaned between each journey out onto the water, as follows:

- Power boat - all seating and high touch areas will be sprayed with disinfectant.
- Sailing dinghies - high touch areas will be sprayed with disinfectant (tiller, main and jib sheets, deck area on both sides of the cockpit).

At pack up, when the club boats are being cleaned, the instructor/ member / volunteer should spray the boat with disinfectant concentrating on the tiller, tiller extension (if any), main and jib sheets, trolley handles and deck area of each boat.

Life jackets need to be washed or disinfected

- Dunk them in warm soapy water
- rinse and dry OR
- disinfect with small spray pack
- hang to dry

Other items to disinfect are:

- Hand held radios
- Tractor (high touch areas)

BEING PREPARED FOR A COVID OUTBREAK

In preparation for or in the event of a COVID-19 outbreak associated with MYC, the following measures are in place:

- We maintain accurate records of all staff work rosters
- Staff and Members are advised to stay away from the Club if unwell
- Staff are aware that 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.

- All Members, onsite guests and contractors who enter the premises are required to sign in & out either via text (the number is clearly displayed on the entrance gates), the sign in book in the members lounge or with the Rocks Restaurant
- For any programs that we run, we will have a list of all attendees
- Visitors to the workplace who are not staff and not essential to its functioning are limited

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

- The person is to be removed from others and if possible given a surgical face mask and quarantined in a relevant room.
- Contact the state health authorities by calling the Victorian COVID-19 hotline on 1800 675 398 and follow the advice of health officials.
- 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
- The affected area is to be closed off and nobody is to use or enter until the area has been cleaned and disinfected.
- Our contracted cleaner is to conduct a deep clean – Graham Leeson (0400 811 116)
- All outside doors and windows are then to be opened to increase air flow and all areas used by that person e.g. offices, bathrooms, common areas and equipment must be thoroughly cleaned and disinfected. [Click here](#)
- Find out who had close contact (face to face for at least 15 minutes) with the infected person (including up to 48 hours before they first had symptoms). Those employees / participants should then be sent home to isolate and get tested.
- Review COVID-19 risk management controls with all staff and management and decide whether any changes or additional control measures are required.
- Should a staff member, independent contractor, member, participant or volunteer who has received a confirmed COVID-19 diagnosis and who has attended the workplace during the infectious period – (48 hours prior to symptoms) Worksafe Victoria must be immediately notified on 132360.

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, and 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 scrub 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 your 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

Wear gloves when cleaning and disinfecting. Use of eye protection, masks and gowns is not required when undertaking routine cleaning.

- Disposable gloves will be provided and should be discarded after each clean.
- Clean hands immediately after removing gloves.
- Thoroughly clean surfaces using detergent (soap) and water, where deemed necessary.
- Apply disinfectant to surfaces using provided spray bottle, disposable paper towel or cloth.
- 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).

WHAT TO CLEAN AND DISINFECT, AND WHEN

Routine cleaning and disinfection

All frequently touched surfaces should be cleaned and disinfected at a minimum of twice daily, at the start and end of the day, in addition to in between any different groups.

Examples include:

table tops, door/cupboard handles, light switches, desks, toilets, taps, remotes, kitchen surfaces.

All equipment should be cleaned and disinfected in between users including:

TROLLEY HANDLES	RIBS, PACERS, OPTI'S, HANSAS ETC.	LIFEJACKETS	INSTRUCTOR EQUIPMENT
<i>(or areas handled when moving boats)</i>	Wash with soap and water	Dunk and soak in soap and water	<i>(e.g. Radios, whiteboards, markers etc.)</i>
	Rinse and dry	Rinse and dry	
	OR	OR	
Disinfect between individual handlers.	Disinfect with spray container with bleach or alcohol solution.	Disinfect with spray container with bleach or alcohol solution.	Wipe to disinfect with spray container with bleach or alcohol solution.
		Hang to dry.	
		Don't use until next day.	

In the event of a suspected or confirmed case Refer to section above [STEPS TO TAKE IF A PARTICIPANT, STAFF MEMBER OR VOLUNTEER IS SUSPECTED OR CONFIRMED TO HAVE COVID-19](#)

See appendix 5 for Choice, preparation and use of disinfectants.

Appendix 6

Sailability Check List

Session: _____

Date: _____

Time: _____

Timing		Action	Check
Pre Session	1	Ensure all equipment from previous Sailability session has been cleaned, has dried, and has been stowed in the correct place, ready for use. This includes bean bags, slings and life jackets.	
	2	Ensure sign-on sheets have been set up for volunteers, participants, carers, and any other persons who may attend the program.	
	3	Have volunteers sign-in as they arrive. Ensure we have a Covid Declaration for each volunteer.	
	4	Set up chairs and trestles in such a way that groups of up to 8 participants and carers can be accommodated, and be socially distanced from other groups. Typically this will involve ~4 clusters of trestles/chairs.	
	5	Setup "disposal bins" down on the dock for storage of single use PFD's and slings.	
	6	During the pre-session volunteer briefing, remind all volunteers of key Covid practices that must be adhered to. Focus to be on any practices that have been modified, following previous experience.	
	7	Ensure all cleaning tools and liquids are in position, and ready for use throughout the session (buckets, sponges, disinfectant sprayers, hand sanitiser, paper towels, disposable masks etc.).	
Start of Session	1	Register carers and participants as they arrive.	
	2	Check that for every carer or participant, we have a Registration form, as well as a Covid Declaration.	
	3	Reconfirm with new arrivals that they are Covid symptom free.	
	4	Remind new arrivals of the key Covid operating rules, which must be adhered to during their attendance at the program: <ul style="list-style-type: none"> • Remain within the seating area allocated to that group. • Do not go to the dock until advised to do so by a volunteer. • No congregating on the dock at any time. • Discard any PFD or MYC sling after its first use for the day. 	
	5	Direct new arrivals to their designated waiting area (trestle/chairs).	
During Session	1	Maintain social distancing.	
	2	Maintain a "Clear Way" on the landing.	

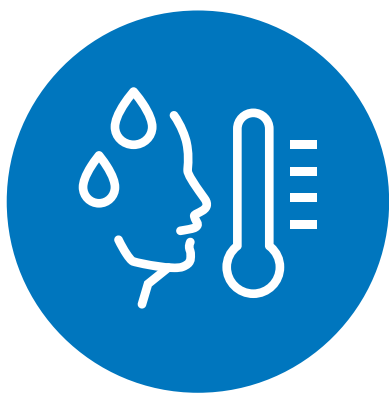
Timing		Action	Check
	3	Ensure lifejackets, slings and bean bags are discarded after a single use.	
	4	Ensure power boat and each sailing dinghy is cleaned accordingly after each trip out onto the water.	
	5	Ensure high touch areas are cleaned regularly throughout the session (eg. boat hook handles, C-Crane winch handles etc.).	
	6	Record time participants leave the session.	
Post Session	1	<p>Clean all of the following equipment:</p> <ul style="list-style-type: none"> • Sailing dinghies • Power boat • PFD's • Slings • Bean bags • Trestles and chairs • Door handles • Boat hook handles • C-Crane winch handles. • Hand-held radios. <p>in accordance with Cleaning and Disinfection standards outlined in the Covid Safe Plan.</p>	

Comments on the Operation of the Session

Name: _____

Signature: _____

Please do not enter this venue if you are experiencing:



fever



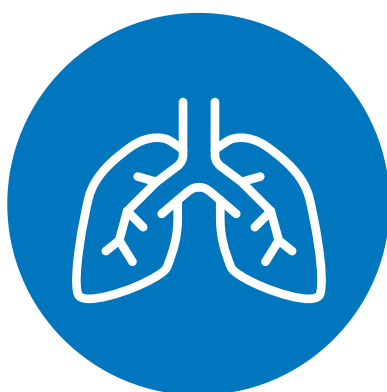
chills or sweats



cough



sore throat



shortness of breath



runny nose

Go home and get tested



loss of sense
of smell

Staying apart keeps us together

For more information about coronavirus (COVID-19),
please visit vic.gov.au/coronavirus

Authorised by the Victorian Government, 1 Treasury Place, Melbourne

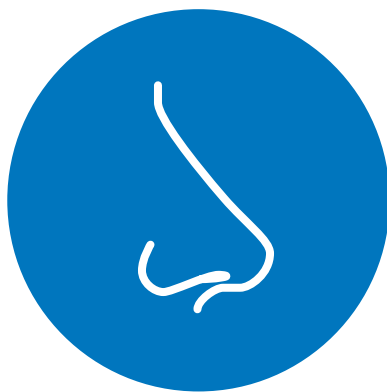


Slowing the spread of coronavirus

Staying apart keeps us together



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 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

To receive this publication in an accessible format email COVID-19@dhhs.vic.gov.au
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Protect yourself and your family

Cover your cough and sneeze



COVER your mouth
and nose with a
tissue when you
cough or sneeze



Put your used
tissue in the
rubbish **BIN**



If you don't have
a tissue, cough
or sneeze into your
upper sleeve or elbow,
NOT YOUR HANDS



WASH your hands with
soap and running water.
Dry your hands
thoroughly with a
disposable paper towel
or hand dryer.

Staying apart keeps us together

For more information about coronavirus (COVID-19),
please visit vic.gov.au/coronavirus

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

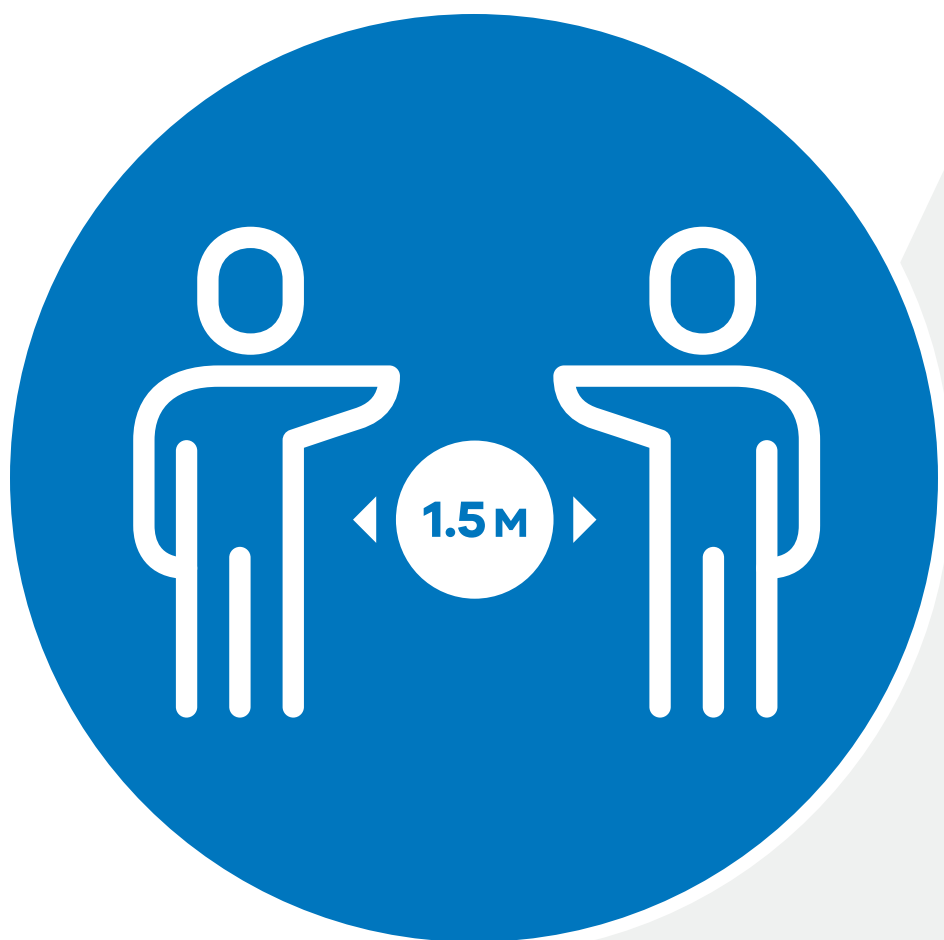


Staying apart keeps us together

For more information about coronavirus (COVID-19),
please visit vic.gov.au/coronavirus

Authorised by the Victorian Government, 1 Treasury Place, Melbourne

Let's all keep **1.5 metres** apart



Staying apart keeps us together

For more information about coronavirus (COVID-19),
please visit vic.gov.au/coronavirus

Authorised by the Victorian Government, 1 Treasury Place, Melbourne



COVIDSafe Plan

Guidance on how to prepare your COVIDSafe plan is available [here](#).

Our COVIDSafe Plan

Business name: Mornington Yacht Club
Site location: Schnapper Point Drive, Mornington VIC 3931
Contact person: Sarah Grant
Contact person phone: 0410 774 250
Date prepared: 7th August 2020

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
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.	<ul style="list-style-type: none">• On yard entry there is a hand sanitizer station and also one in the toilet.• 5 litre refill has been supplied to Mornington Marine who have a workshop in the yard.• Soap is available
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none">• n/a (outside area only)
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.	<ul style="list-style-type: none">• All persons entering the yard must wear face masks at all times

Guidance	Action to mitigate the introduction and spread of COVID-19
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).	<ul style="list-style-type: none"> • <i>Bin located near the exit for disposal if required.</i> • <i>Signs on good hygiene have circulated to members</i>
Replace high-touch communal items with alternatives.	<ul style="list-style-type: none"> • <i>n/a</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	<ul style="list-style-type: none"> • <i>Instructions have been send to authorised persons</i>
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<ul style="list-style-type: none"> • <i>A supply of hand sanitizer has been left in the Mornington Marine workshop</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Ensure that all staff that can and/or must work from home, do work from home.	<ul style="list-style-type: none"> <i>All administration staff are working from home</i>
Establish a system that ensures staff members are not working across multiple settings/work sites.	<ul style="list-style-type: none"> <i>n/a</i>
Establish a system to screen workers and visitors before accessing the workplace. Employers cannot require workers to work when unwell.	<ul style="list-style-type: none"> <i>n/a</i>
<p>Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> there is no more than one worker per four square meters of enclosed workspace workers are spaced at least 1.5m apart there is no more than one member of the public per four square meters of publicly available space. <p>Also consider installing screens or barriers.</p>	<ul style="list-style-type: none"> <i>The yard is a very large area and we have only given access to 3 people</i>
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.	<ul style="list-style-type: none"> <i>n/a</i>
Modify the alignment of workstations so that workers do not face one another.	<ul style="list-style-type: none"> <i>n/a</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Minimise the build up of workers waiting to enter and exit the workplace.	<ul style="list-style-type: none"> n/a
Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).	<ul style="list-style-type: none"> n/a
Review delivery protocols to limit contact between delivery drivers and staff.	<ul style="list-style-type: none"> n/a
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<ul style="list-style-type: none"> n/a
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 ‘four square metre’ rule .	<ul style="list-style-type: none"> n/a

Guidance	Action to ensure effective record keeping
Record keeping	
Establish a process to record the attendance of workers, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	<ul style="list-style-type: none"> Upon entry the person is required to sign in / out by sending a text to the office administrator or by scanning the code displayed on the sign on the gate The office administrator will keep a daily log of any activity

Guidance	Action to ensure effective record keeping
Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).	<ul style="list-style-type: none"> <i>n/a</i>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	<ul style="list-style-type: none"> <i>The yard will immediately be shut to the 3 authorised persons</i> <i>Deep cleaning to be carried out</i> <i>COVID-19 test to other persons who would have entered</i>
Prepare to identify close contacts and providing staff and visitor records to support contact tracing.	<ul style="list-style-type: none"> <i>Completed by the office administrator</i>
Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.	<ul style="list-style-type: none"> <i>The yard area would be closed to ALL</i> <i>All touch areas would be cleaned</i>
Prepare for how you will manage a suspected or confirmed case in an worker during work hours.	<ul style="list-style-type: none"> <i>Yard immediately to be closed</i>
Prepare to notify workfers and site visitors (including close contacts)	<ul style="list-style-type: none"> <i>Refer to the log</i>
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.	<ul style="list-style-type: none"> <i>Worksafe would immediately be notified by the office administrator</i>

Guidance	Action to prepare for your response
<p>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</p>	<ul style="list-style-type: none"> • • • • • <i>The authorised persons would be notified</i> <div style="text-align: right;"> <p>Signed</p> <p>Name: Sarah Grant</p> <p>Date 7th Aug 2020</p> </div>

I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan in the workplace.



FAMILY | FRIENDSHIP | SAILING

Affiliated with Australian Sailing

ABN 44 004 625 414

VOLUNTEER COVID-19 DECLARATION FORM

Please send completed form to admin@morningtonyc.net.au

I understand that throughout my time volunteering with MYC that if I experience any of the following symptoms I will not attend or participate in volunteering services at the club:

- Fever (above 37.5 degrees C)
- Chills
- Cough
- Sore Throat
- Shortness of breath
- Runny nose
- Loss of sense of smell

& if any of the following apply:

- I am required to be in isolation as I have been diagnosed with COVID-19
- I have been directed to a period of 14-day quarantine by the Department of Health and Human Services as being a close contact of someone with COVID-19

I will not attend MYC until advised by the Department of Health and Human Services that I am released from isolation or until a 14 day quarantine period is complete.

Name _____

Signed _____

Date _____

Thank you

Mornington Yacht Club Limited
Schnapper Point Drive
Mornington, VIC 3931

Office Phone: 03 5975 7001
Email: office@morningtonyc.net.au
www.morningtonyc.net.au

Postal Address
PO Box 291
Mornington, VIC 3931



FAMILY | FRIENDSHIP | SAILING

Affiliated with Australian Sailing

ABN 44 004 625 414

STAFF / INSTRUCTOR COVID-19 DECLARATION FORM

Please send completed form to admin@morningtonyc.net.au

I understand that throughout my employment with MYC that if I experience any of the following symptoms I will not attend work:

- Fever (above 37.5 degrees C)
- Chills
- Cough
- Sore Throat
- Shortness of breath
- Runny nose
- Loss of sense of smell

& if any of the following apply:

- I am required to be in isolation as I have been diagnosed with COVID-19
- I have been directed to a period of 14-day quarantine by the Department of Health and Human Services as being a close contact of someone with COVID-19

I will not attend work until advised by the Department of Health and Human Services that I am released from isolation or until a 14 day quarantine period is complete.

Name _____

Signed _____

Date _____

Thank you

Appendix 4

Training / Sailing Check List

Session: _____ Date: _____ Time: _____

PRE – SESSION – Reminder message sent to all participants;

Confirming session times & arrival time prior to session	Y / N
Ensuring to bring own personal equipment e.g. water bottles, life jackets (bring own if possible) sailing clothes – NO SHARING ALLOWED!!	Y / N
If showing any symptoms (runny nose, cough, sneezing, loss of smell etc. DO NOT ATTEND and inform coach / instructor / DSC Principal	Y / N
Wash hands before and after session	Y / N
Conduct and 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
Ensure all key sailing equipment etc. has been cleaned OR disinfected after previous sessions	Y / N

START OF SESSION

Register participants in attendance to ensure participant numbers are within agreed limits and contact details are correct	Y / N
Parents / visitors are to register via the club QR scanner if staying to watch sailing at the club	Y / N
Re-confirm with participants that they are symptom free	Y / N
Remind participants; NO SHARING of water bottles, doleys, life jackets etc Washed hands?	Y / N

POST SESSION

Conduct and instructor / coach de-brief to ensure all compliance requirements have been complete4 and if there are any issues or learning that need to be applied to next session	Y / N
Disinfect any shared equipment, boats, life jackets, training room etc	Y / N

Name: _____ Signature _____

CHOICE, PREPARATION AND USE OF DISINFECTANTS

Use disinfectants that claim antiviral activity (can kill viruses). Chlorine-based (bleach) disinfectants are a product that is commonly used. Other options are common household disinfectants or alcohol solutions with at least 70% alcohol (eg. methylated spirits). Follow the manufacturer's instructions for appropriate dilution and use.

Table 1 below provides dilution instructions for bleach solutions.

Chlorine dilutions calculator

Household bleach varies in strength with the concentration of the active ingredient (hypochlorous acid) 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
%	Parts per million	Parts of bleach	Parts of water	10 L bucket
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.

Appendix 6

Sailability Check List

Session: _____

Date: _____

Time: _____

Timing		Action	Check
Pre Session	1	Ensure all equipment from previous Sailability session has been cleaned, has dried, and has been stowed in the correct place, ready for use. This includes bean bags, slings and life jackets.	
	2	Ensure sign-on sheets have been set up for volunteers, participants, carers, and any other persons who may attend the program.	
	3	Have volunteers sign-in as they arrive. Ensure we have a Covid Declaration for each volunteer.	
	4	Set up chairs and trestles in such a way that groups of up to 8 participants and carers can be accommodated, and be socially distanced from other groups. Typically this will involve ~4 clusters of trestles/chairs.	
	5	Setup "disposal bins" down on the dock for storage of single use PFD's and slings.	
	6	During the pre-session volunteer briefing, remind all volunteers of key Covid practices that must be adhered to. Focus to be on any practices that have been modified, following previous experience.	
	7	Ensure all cleaning tools and liquids are in position, and ready for use throughout the session (buckets, sponges, disinfectant sprayers, hand sanitiser, paper towels, disposable masks etc.).	
Start of Session	1	Register carers and participants as they arrive.	
	2	Check that for every carer or participant, we have a Registration form, as well as a Covid Declaration.	
	3	Reconfirm with new arrivals that they are Covid symptom free.	
	4	Remind new arrivals of the key Covid operating rules, which must be adhered to during their attendance at the program: <ul style="list-style-type: none"> • Remain within the seating area allocated to that group. • Do not go to the dock until advised to do so by a volunteer. • No congregating on the dock at any time. • Discard any PFD or MYC sling after its first use for the day. 	
	5	Direct new arrivals to their designated waiting area (trestle/chairs).	
During Session	1	Maintain social distancing.	
	2	Maintain a "Clear Way" on the landing.	

Timing		Action	Check
	3	Ensure lifejackets, slings and bean bags are discarded after a single use.	
	4	Ensure power boat and each sailing dinghy is cleaned accordingly after each trip out onto the water.	
	5	Ensure high touch areas are cleaned regularly throughout the session (eg. boat hook handles, C-Crane winch handles etc.).	
	6	Record time participants leave the session.	
Post Session	1	<p>Clean all of the following equipment:</p> <ul style="list-style-type: none"> • Sailing dinghies • Power boat • PFD's • Slings • Bean bags • Trestles and chairs • Door handles • Boat hook handles • C-Crane winch handles. • Hand-held radios. <p>in accordance with Cleaning and Disinfection standards outlined in the Covid Safe Plan.</p>	

Comments on the Operation of the Session

Name: _____

Signature: _____