



# Morrington Yacht Club

## COVID Safe Plan V3

Updated December 2020

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#### **Onsite Signage**

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, 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

- Changing facilities are 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).

## HYGIENE & BEHAVIOUR REQUIREMENTS

MYC requests that all staff, members, contractors, 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
- 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

- All races up to January will be standalone races and not part of a series.
- 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 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.
- All races up to January will be white sail only (no spinnakers), except for the Capel Sound Distance Race on Saturday 5<sup>th</sup> of December. This is to allow for disparity in crew numbers allowed on boats.
- All Saturday races up to January will be tower light starts and around fixed marks. This negates the use of course boats and associated COVID compliance also allowing duty crews to sail.
- Owners must measure their duck and calculate how many people it can carry on one journey.
- We advise that sailors set out for their yacht earlier than normal due to the limitations on tender capacity.
- Due to numbers allowed in the bar and deck no prizes will be awarded for races until January.
- 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 6](#)
- 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 handling 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.

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

When the club boats are being washed down the instructor/ member / volunteer should spray the boat with disinfectant concentrating on the tiller, tiller extension, main and jib sheets, trolley handles and deck area of each boat.

The boat should be left for 10 minutes then hosed down

Life jackets need to be washed and disinfected

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

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 OR STAFF MEMBER 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 window 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, or member 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.
- 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>
Disinfect between individual handlers	Rinse and dry Disinfect with spray container with bleach solution	Rinse and dry Disinfect with spray container with bleach solution Hang to dry Don’t use until next	Wipe to disinfect with spray container with bleach solution

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

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