



The Maroochy Sailing Club - Covid Safe plan. V1

The Maroochy Sailing Club (MSC) aims to provide a facility and activities that are safe, and one that minimizes the risk of being infected with or spreading CoVID-19. This duty of care extends to all club members, visitors, volunteers and members of the general public associated with our Club and covering all activity locations including on the water. As such, it is a condition of membership and entry on to the Club premises that all club members, visitors, volunteers and members of the general public (from here on referred to as attendees) comply to the policies contained in this CoVID-19 Management Policy Document.

This management plan is to be read in conjunction with the MSC Operating Procedures.

Failure to comply with the policies may result in disciplinary action or being asked to leave the Club premises.

Introduction

The Club is following the following strategies to prevent the spread of CoVID-19:

- Risk Management;
- Good Hygiene;
- Physical Distancing;
- Cleaning & Disinfecting;
- Training & Consultation.

The Management Committee require all attendees at the Club to take reasonable care of their own health and to not adversely affect the health of others. People who are displaying the signs of CoVID-19 must not enter on to Club premises and if anyone starts to display symptoms, they must immediately remove themselves from the Club premises and advise the Club Covid coordinator or club committee member as soon as possible.

The club encourages all members and visitors to download and have running the Covid Safe App when at the club.

If a person tests positive to CoVID-19 and has visited or worked at the Club in the previous 14 days, they must inform the Club by contacting a member of the club's committee or by informing the Club via the **Covid-19 Coordinator -**

s.house257@gmail.com The Club is required to record all attendees who have been in the venue and for how long. This information will be gathered through two logs one to be maintained at the briefing desk for club sailors and one at the Opti bay for youth training members. This information will be provided to the health authorities on request and otherwise shall remain private and confidential.

Reporting and notification of COVID-19

- If there is a confirmed or probable case of COVID-19 infection at MSC, Queensland Health will be notified by the medical professional who confirms the diagnosis and the relevant testing laboratory
- Upon being informed, the MSC Commodore or Covid-19 Coordinator must notify Workplace Health and Safety Queensland that the case has been confirmed.
- MSC will enter the record of an infection on the REVSPORT system as an incident and will keep a record of each notifiable incident for at least 5 years from the day that notice of the incident is given to the regulator.

All attendees must follow the standards below and obey the instructions of the CoVID-19 Coordinator and Committee members.

Organisation/Responsibilities

Commodore - Craig Stanger: MaroochyCommodore@gmail.com

- Responsible overall for the performance of the Club in meeting COVID plans and start up

COVID-19 Coordinator - Stuart House: s.house257@gmail.com

- Reports to the Commodore
- Duties as per Appendix one
- Ensure that the CoVID-19 Checklist is carried out prior to all activities

Senior Instructor - Graeme Hattrick: gs.hattrick@gmail.com

- Responsible to the Commodore
- Responsible to the CoVID-19 Coordinator for ensuring the requirements of the Plan are met during an event or activity

General rules

During Stage 3 of the Queensland Government COVID restrictions group sizes must be limited to 100 persons outside and governed by the 4sq meter rule inside, including all associated volunteers, coaches, instructors, and parents.

To this end only one parent should accompany youth sailors at drop off and pick up times.

The club will endeavor to maintain a distance between the morning training groups and the afternoon club racers.

Personal hygiene

- Sailors, coaches, volunteers are not to attend if unwell (including any signs/symptoms of cold, flu, COVID-19 or other illness).
- Washing of hands prior to, and after training.
- Showering before and after training in a home environment • Avoid physical greetings (i.e. hand shaking, high fives etc.).
- Avoid coughing, clearing nose, spitting etc. in watercraft, in and around water, around participants
- Avoid touching of eyes, nose or mouth

Treatment of personal gear / property

- Launder own clothing, swimmers and wash personal equipment at home after sailing.
- Avoid sharing of equipment, e.g. drink/water bottles, towels, whistles, pens etc. before, during and after training/competition.
- Do not leave personal equipment on surfaces. Personal equipment bags should be arranged to permit physical distancing of participants (>1.5 meters).
- Only instructors should contact/move group equipment and training aids

Boats from storage

- Use own keys to open or get the holder of the key to open (no borrowing)
- Maintaining social distancing when in the yard and where possible.
- If you have to assist another person lifting or moving their boat, wear gloves or clean hands before and after
- Do not share gear / equipment

Rigging

- Sailors are to rig their own boats.
- Junior sailors are to use the Western end on the rigging lawn grassed area including the Opti bay and the sand beach. A rope barricade or line will be created to section of the area.

Parents are asked to keep to the Western end of the rigging lawn also.

- Club racing sailors are to use the Eastern side of the grassed rigging lawn.
- When moving boat from the rigging area to launch, maintain social distancing and keep numbers to a minimum where possible.

Sailing

- Wherever possible maintain social distancing:
 - o Avoid face to face positioning on board
 - o Wherever possible maintain the maximum space between crew whilst sailing.
- Only have the number of people on a boat that it is designed for and for it to operated safely.

Training

- Hold training outdoors wherever possible
- If inside, students to be spaced out so at least 1.5m between student – move tables apart and only have a minimum number of chairs to suit the need and to keep students well-spaced.
- Maximum number in the indoors i.e. the concrete floor area is 16 including the instructors
- Instructor only to use / touch aides
- Wipe down tables and aides before and after use
- **Safety Boats**
 - Two people maximum on any safety/committee boats
 - Social distancing to be maintained to the best possible. If practical, travel on the boat, one at bow, one at helm.
- One operator - one function, i.e. one driver, one flags, do not share equipment on board the boat unless the safety of the fleet or craft is compromised.

Clubhouse

- Only race officials and committee unless for specific purpose
- People not to congregate inside – do what they must and head outside

Entry

- Attendance record for morning training sessions and parents on chair outside Opti bay.
 - Attendance record for all youth and adults racing in the afternoon, including support people kept on the sign in desk in briefing area.
- Sailing sign on / sign off to be completed by all participants
- Keep the entry area clear, no loitering

Toilets

- Sunday morning, before the start of the sailing, area to be cleaned by Cleaner.
- Hand washing – soap
- Paper towels
- No towels
- Area to be cleaned Monday morning by Cleaner before use of Hall users.

Showers

- Not to be used at this stage
- People to come prepared and leave to change at home

Canteen / food

- The canteen will remain closed at this stage.

APPENDIX ONE

POSITION DESCRIPTION

COVID-19 COORDINATOR

BACKGROUND

To keep sailing safe for all participants, Australian Sailing strongly recommends that clubs ensure that all venues have an appointed COVID-19 Coordinator to implement a safe return to sport.

This position description outlines the role, which may be combined with other duties but, the priority must always be monitoring and implementing the Return to Sailing Guidelines.

SCOPE OF POSITION

Aim: To implement COVID safe practices across Maroochy Sailing Club's operations.

Role: The COVID-19 Coordinator is responsible for implementing the government and sailing restrictions and guidelines for the management of the COVID-19 risk in their training, competitions and venues.

Reports to: The Commodore

EXPERIENCE REQUIRED

The Coordinator must maintain a thorough understanding of the Return to Sailing Guidelines and relevant State Regulations (as they may be amended from time to time) and be able to implement them without exception.

DUTIES

The COVID-19 Coordinator is responsible for overseeing club processes that ensure the risks are minimised in relation to COVID-19 for members, guests, staff and volunteers. Specifically:

Volunteers / Members / visitors

- Ensure all volunteers are trained in the club's COVID-19 processes
- Ensure all volunteers / members / visitors do not attend the club if feeling unwell
- Ensure all communication to members and visitors is correct and in line with the club's COVID Safe Plan
- Ensure all volunteers / members / visitors educated in the club's COVID Safe Plan and practices, including how these changes might affect their interaction with the club facilities

Entry / Exit and Movement Within Venue

- Oversee and implement mandatory exclusions (those with an active viral illness)
- Give warnings of COVID-19 risk (highlighting those that are deemed more vulnerably, such as people older than 65 years-old, or those that have chronic illnesses)
- Ensure the number of people in the venue complies with current limits
- Contact details are recorded for contact tracing purposes
- Enforce restrictions in relation to social distancing and gatherings
- Implement clear guidance for smooth movement of attendees within the venue that facilitate social distancing

Training, Sailing

- Ensure hygiene measure are in place pre, post and during sessions
- Ensure officials, instructors, coaches follow the relevant procedures
- Ensure protocols are in place to ensure participants are informed not to attend, if they are exhibiting any symptoms of COVID-19 (fever or respiratory symptoms such as cough, sore throat and shortness of breath)
- Ensure protocols are in place for people who present to training/ sailing with symptoms consistent with COVID-19 (fever or respiratory symptoms such as cough, sore throat and shortness of breath)
- Process for managing non-compliance by participants (including removal from venue)
- Facility management
- Ensure venue signage is in place
- Toilets (document the cleaning that is in place)
- Interior spaces (ensure social distancing)
- Ensure the agreed cleaning schedule of facilities and of high contact surfaces is maintained
- Ensure any physical barriers, line markings or traffic directional signage are in their correct locations and that they are being adhered to.

Equipment

- Ensure that policies and practices are in place so that sharing of equipment is kept to a minimum
- Ensure that policies and practices are in place to facilitate the cleaning of any shared equipment after each session

Review, Update & Report

- Periodically review the effectiveness of the COVID-19 Safe Plan for the club and amend, update or improve as necessary
- Advise the committee/board of the club on the effectiveness of COVID-19 Safe Plan arrangements and seek assistance where required
- Assist the club (operationally) to safely increase or decrease activity through the three phases of the Australian government's "Roadmap to a COVIDSafe Australia" and as permitted by the relevant State or Territory government
- Act as the key contact point for members and participants – particularly around questions relating to return to sport and the actions the club is taking to be COVIDSafe – and other relevant stakeholders (including government, public health and other authorities, other clubs, associations, Australian Sailing).

NB: It is recommended that the COVID-19 Coordinator keeps a record of the COVID-19 actions that have been taken by the club in case of a possible outbreak.

Maroochy Sailing Club Inc

ATTENDANCE RECORD

Activity..... Date.....

[illegible]