**Greenwich Flying Squadron (GFS) COVID- 19 Safety Plan**

The objectives of this policy are to:

* Reduce the risk of exposure to COVID- 19for all participants, officials and other persons associated with GFS club sailing activities
* Ensure a safe, hygienic environment for individuals to participate and enjoy club activities
* Ensure compliance with COVID- 19NSW Public Health Orders

 **Key Areas to be addressed**

**Hygiene -** establish and maintainCOVID-19 hygiene protocols and practices

1. Signage providing information about hygiene practices (Hand washing guidance; Keep that cough under cover) placed throughout the club.
2. Supplies of cleaning and sanitiser products provided in bathrooms and entry and exit points. Spares readily available and replaced when empty.
3. Bathrooms cleaned after each club event.
4. Frequent cleaning of high touch surfaces (for example door handles, service counters) and reminders to members to clean tables, chairs and other club equipment before and after use in accordance with the Australian Government Department of Health recommended standards (<https://health.govcms.gov.au/resources/publications/coronavirus-covid-19-information-about-routine-environmental-cleaning-and-disinfection-in-the-community>)
5. Rubbish bins provided on the deck to be emptied weekly. Waste bins removed from inside the clubhouse.
6. Members and guests will be consistently reminded about the protocols in place through signage inside the club on the noticeboard, around kitchen bench area and outside walls on both sides of the deck.
7. All members, contractors and volunteers are reminded not to enter the GFS Clubhouse if experiencing even the slightest known symptoms- tickle in throat, runny nose, lethargy, minor cough and to seek appropriate medical advice. Anyone with compromised health or in an age risk category advised not to enter the clubhouse.

**Communication** – protocols for communicating information to club users and Health authorities

1. Information to members, participants, officials and parents/carers re safe practices, social distancing and hygiene to be provided through signage, website and emails.
2. Suspected or known cases of COVID- 19at GFS will be managed in accordance with Safe Work Australia guidelines <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/covid-19-your?tab=tab-toc-employer>.
3. Contact Tracing records with names of all skippers and crew participating in club events will be mailed to the GFS Safety Officer and stored electronically.
4. A daily record of members entering the Club will be kept via a sign in/ off book.
5. All club members and officials encouraged to download the Australian Government COVID-19 contact tracing app (COVID Safe).

**Movement –** ensuring safe movement of members, guests and volunteers throughout the Club area

1. Sanitising stations placed at entry and exit points. A sign stating “Please use hand sanitiser after touching door handles and before touching racks, table and chairs” will be placed inside the glass door and rigging deck door. Hand sanitiser will be placed next to the sign.
2. Gatherings on the deck limited to a maximum of 25 while the 42 metre/ person restriction is in force. No gatherings allowed inside the Clubhouse until further notice.
3. No more than 25 people the deck for rigging, launching and participants to maintain social distancing of 1.5m at all times unless safety dictates otherwise.
4. Lasers should not commence rigging until sabots are all on the water. Sabots to be packed away before Laser return.
5. Movement of members on the deck and pontoon during pick up and drop off for Twilight Races monitored to ensure Social Distancing is maintained.
6. Signages at entrances will indicate the number of persons permitted inside the Clubhouse and on the deck at any given time and according to current Government Guidelines.

**Equipment -** Maintain a safe, clean environment to enable appropriate social distancing

1. Close kitchen: Tape off kitchen area and lock glasses cupboard.
2. Limit the use of club equipment: Only 20 chairs and 4 tables available for use and the remainder taped off to prevent use.
3. Beer Fridge and BBQs to remain off limits. Signs attached.
4. Mark 4 position on deck for distancing of tables.
5. Signs to remind members to maintain 1.5 metre distancing in all areas.
6. Members reminded to clean and sanitise chairs and tables before and after use.
7. All members to provide their own equipment including drink bottles, towels and life jackets.
8. Any Life Jackets provided to Juniors to be disinfected and sanitised before and after use.

**Activities –** Protocols in place for all club activities

1. Race Operations:
	* A maximum of 2 persons allowed on the Start Boat and races may be started from the clubhouse deck.
	* All race participants required to adhere to physical distancing requirements where practical.
	* Items such as winches should be wiped clean regularly.
	* Sailing Instructions have been updated to include a COVID-19warning.
	* Crew lists with contact numbers are to be lodged with the Safety officer prior to each race.
2. Safety Audits:

	* Skippers to initially self-assess and lodge Audit forms electronically.
	* Audits checked and an inspection time booked in the following circumstances
		1. The self-audit has missing or non-compliant elements.
		2. The yacht is new to the club and/or the owner is a new member.
		3. The yacht has nominated an audit for a Category of Event less than Cat 7.

- When a booked audit is deemed appropriate a mutually acceptable time will be organised between Skipper and Auditor preferably at the GFS pontoon.

- “Clean” Audit forms printed on the day by auditor.

- Portable gear to be laid out on deck and cockpit areas.
If gear is not laid out in advance then no audit.

- Skipper and 1 crew per boat max and Auditors view equipment on deck through hatch and companion ways where possible in order to comply with social distancing constraints.

- Auditors to use mask and gloves as PPE if required to go below to check fixed audit requirements.

**3 Skippers Briefings**:
- on Power Point via email. Skippers to sign off when they have viewed the presentation.

**4 Meetings and club events**:
- Committee meetings remain on- line. No other social events until further notice.

**Workplace–** ensure a safe workplace for all staff, GFS members and volunteers

1. Education on physical distancing provided through signage to staff, members and volunteers
2. Managing physical distancing for starters. The 1.5 metre distancing requirement emphasised especially when recording results. Sanitisers and wipes provided for cleaning equipment.
3. Contract tracing records in the case of outbreak within the community sailing members will be available through the email records.

**On Water:**

AS advice -The maximum ten-person rule should be observed. Maintain a physical distance of 1.5m as is reasonably practicable eg sitting close to other people on the rail of a yacht is not maintaining social distance, but working together to tack, gybe or round a mark is acceptable.

* Skippers must use the Topyacht crew register feature OR email crew lists for each event to the Safety Officer (gfssafetyofficers@gmail.com) for contact tracing in case someone is diagnosed with COVID- 19.
* A ‘no crew list, no result’ policy for skippers not complying with crew numbers/ crew registration. Any disqualification will be retained in point score calculations.
* Practice good hand hygiene before and after sailing.
* All boats required to have hand sanitiser onboard.
* Crew to be reminded not to share drink bottles, clothing, food and towels etc.
* Keep a distance of 1.5 metres where reasonably practicable.
* No sharing of equipment without an appropriate cleaning protocol, in between sessions – Lifejackets, winch handles, poles etc.
* Encourage the use of COVID- 19Safe App.
* Start boat cleaning: Sanitiser on board, wipe down all equipment before use.

|  |  |  |
| --- | --- | --- |
| **COVID -19 Safety Plan** |  | **Responsible Person** |
| Safety Co-Ordination |  | Safety OfficerClubhouse ManagerCommodore |
| Equipment | Kitchen facilitiesTables, chairsLife JacketsRescue BoatStart Boat  | Social SecretaryClubhouse ManagerRear Commodore JuniorsClubhouse Manager |
| Communication  | Members Contact Tracing- clubhouseContact Tracing – on water | CommodoreRear Commodore Sailing SecretaryClubhouse Manager/ Social SecretarySafety Officer |
| Activities | Race Operations AuditsBriefingsMeetings | Rear Commodore Sailing SecretaryRear Commodore Twilights Sailing SecretarySafety OfficerCommodoreVice Commodore |
| Managed AccessMovement/ social distancing | JuniorsLasersTwilights | Rear Commodore Junior Sailing Laser CaptainRear Commodore Twilights Social Secretary |
| On Water | Start boat / Crew listsSafety Hygiene Protocols | Rear Commodore Sailing SecretaryRear Commodore Twilights Safety Officer |