



COVID-19 Safe Plan

Current version: 1 December 2021

Introduction

We must all do our part to prevent the spread of COVID-19 while we continue to enjoy our wonderful sport and pastime. This document outlines the temporary additions and modifications to, and should be read in conjunction with, Albury Wodonga Yacht Club's Operating Procedures to mitigate the risks posed by COVID-19.

The plan was prepared in accordance with current Victorian Government restrictions and guidelines outlined in Stage D of National Plan.

Summary

- **All persons who enter the AWYC grounds, must register their visit by using the Vic government QR code service. This applies to members, guests, participants in sail training, school groups, disability sailing groups, tradespersons and persons from authorities such as Wodonga City and Albury City councils.**
- **Registration requires a name, date of visit and a phone contact number.**
- Organised club racing and training for all members can resume (this includes double handed dinghies and all forms of keel boats, trailable yachts and sports boats)
- There is no limit on the number of boats on the water for racing or training.
- Masks and social distancing are not required on water.
- Masks are required when purchasing foodstuffs and drinks from the galley. Masks are not required but recommended in other enclosed spaces.
- Shared equipment should be reduced where possible.
- The COVID Safe Plan will be communicated to members. It will include:
 - protocols to ensure participants are free of coronavirus symptoms, and
 - a process for action should a member or participant enter the club with coronavirus symptoms.
- Please note regular signage placed around club facilities, hard stands and rigging areas, and QR codes placed at front gate and clubhouse.
- Change rooms and toilet facilities are open
- Club galley may now open (from a COVID perspective however it currently is in the process of renewing its licence).
- Participants and members are encouraged to be fully COVID vaccinated and get a flu vaccination.
- Participants and members are encouraged to download the COVIDsafe app.
- Participants and members are reminded not to take part if unwell.

- Participants and members who suddenly feel unwell will return home and to follow Victorian or NSW Government Health Guidelines, depending on their place of residence.
- Camping is permitted at the club, however social distancing, as outlined above, must also be observed. The main galley cannot be used by campers. The pizza oven area is available but must be cleaned after each use.

General club guidelines

Health guidelines

Staff, volunteers, and participants should **stay home and not attend if:**

- you are feeling unwell with possible coronavirus (COVID-19) symptoms including:
 - Fever
 - Chills or sweats
 - Cough
 - Sore throat
 - Shortness of breath
 - Runny nose
 - Loss or change in sense of smell or taste
- you are feeling unwell, even if you have tested negative for coronavirus (COVID-19). Any spread of sickness puts our club operations at risk if other members and visitors become unwell and must stay home and get tested.
- you have been diagnosed with coronavirus (COVID-19) and have not yet been cleared by health officials to stop isolating.
- you have been in contact with a coronavirus (COVID-19) case.
- you have been directed to isolate.
- you have returned from overseas in the last 14 days.
- you do not feel comfortable, including being in an at-risk category for COVID-19.

Personal Hygiene

All members and visitors should ensure good personal hygiene which is critical for stopping the spread of COVID-19.

Wear a face covering

- We recommend wearing a face covering when indoors or when you are close to others e.g. helping with rigging.
- We recommend bringing two well-fitting, reusable cloth face masks, as well as resealable bags for masks not in use.

Wash your hands

- Wash your hands regularly with for at least 20 seconds, using soap and water or a hand sanitiser that contains at least 60 percent alcohol.
- Wash your hands when you return home, arrive at other people's homes, or arrive at work.
- Wash your hands after blowing your nose, coughing, or sneezing.
- Wash your hands regularly before, during and after a sailing session.
- Wash your hands before and after eating, and after going to the toilet.

Other actions

- 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. Dispose of tissues properly.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid touching shared objects/surfaces except where necessary.
- Do not share drink bottles, crockery, cutlery or towels.
- Clean and sanitise frequently used objects including mobiles, keys and wallets.

Sailing and Training

Facility Access

- All members, volunteers, course participants and visitors to sign in using QR code or the form provided.
- All course participants are pre-registered in revSPORT, with attendance recorded by the instructor on the day through the sign-on sheet.

Physical Distancing

- It is recommended everyone maintain physical distancing of 1.5m, including members, volunteers, participants and spectators.

Reduce risk of transmission in vehicles

- Vehicle air-conditioning should be set to 'fresh air'.

Before training session

Participant communication before arrival

- Post continuous reminders of COVID Safe measures through staff, posters and social media.

Before commencing set up

- Anyone who appears to be visibly unwell should be directed go home and seek medical advice.
- Lead Instructor to ensure all instructors are updated with this document.

During the training session

At the start of the session

- Ensure all participants are registered on arrival using Sign-on sheet.
- Instructors to remind everyone to not participate if unwell.
- An individual who presents at the start of the session while visibly unwell (including but not limited to members, volunteers, and participants):
 - if an adult, should be directed to not participate and to seek medical advice.
 - if under 18, should be removed from the activity and moved to the training room separate from all others, with parent/guardian or emergency contact notified with advice to seek medical advice.
- In addition to the above steps, if someone becomes unwell or develops symptoms during the session, they should first be removed from the activity and moved to the club training room separate from all others. Follow suspected or confirmed case steps outlines in Appendix A.
- Remind everyone of personal hygiene and provide hand washing opportunities.
- Remind everyone to not share drink bottles, towels, lifejackets, etc.
- Allocate participants an appropriately sized lifejacket on arrival to reduce double handling. Participants to be allocated same jacket in subsequent sessions.
- Allocate numbered equipment to participants.

While onshore

- All activities should be appropriate to encourage physical distancing.
- Ensure boats, PFDs, water bottles, hats and sailing equipment are not shared during the session.

At the end of the session

- Remind everyone of personal hygiene and provide hand washing opportunities.

After training session completed

- Maintain personal hygiene and encourage regular handwashing.
- Records to be kept for minimum 28 days including session checklists, participant sign-on sheets, and volunteer and staff contact details.

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.

Clean 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.

Using 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.
 - 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).

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: tabletops, door/cupboard handles, light switches, desks, toilets, taps, remotes, kitchen surfaces.
- All equipment should be cleaned and disinfected in between users, including beach dolly handles, RIB's, pacers, Optis, SUP's.
- In the event of a suspected or confirmed case, refer to Appendix 1 below "Steps to take if a participant or staff member is suspected or confirmed to have COVID-19".

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.

Managing linen, crockery and cutlery

- Launder linen in accordance with the manufacturer's instructions using the warmest setting possible.
- Dry items completely.
- Do not shake dirty laundry as this may disperse the virus through the air.
- Wash crockery and cutlery in a dishwasher on the highest setting possible.
- If a dishwasher is not available, hand wash in hot soapy water.

Appendix 1

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.
2. **Inform:** Contact the Victorian Sailing Regional Manager, who will in turn inform David Edwards and 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.
4. **Clean:** Close off the affected areas and do not let others use or enter them until they have been cleaned and disinfected. Contact a contracted cleaner to conduct a deep

Commented [PC1]: Should all references to Staff be changed to Volunteer/Trainer/Coach??

clean. 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.

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 sign-on 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 members/volunteers and course 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. All Discover Sailing Centre instructors and close contacts must get a COVID test and remain in isolation until they have the results, regardless of whether they are displaying any symptoms.
6. **Review:** Review COVID-19 risk management controls, in consultation with all staff and David Edwards, and assess and decide whether any changes or additional control measures are required.

Commented [PC2]: Should this be 'Club Site' ?
Same comment applies to all references to workplace.