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## 1. Protocol for General Club Use

- All members and guests accessing the club premises for any reason (including racing) must fill in the attendance record on arrival or not more than 24 hours prior to arrival.
- A QR code is displayed at various points throughout the club and is the preferred method for registering your attendance. However, a paper-based attendance record is also available at the race sign-in bench in the breezeway (foyer).
- No member or guest is to attend the club if they have any symptoms of COVID-19, including:
  - fever
  - cough
  - sore throat
  - shortness of breath
  - loss of sense of smell or taste
  - runny nose
  - chills or sweats
- No member or guest is permitted to attend the club if they:
  - Reside in a government designated lock down area or
  - Have been in close contact with someone who has tested positive to COVID-19 in the last 14 days
- All members and guests attending the club must follow government guidelines regarding personal hygiene, social distancing protocols, and the wearing of face masks.
- Please use alcohol-based spray disinfectant provided to clean any surface touched e.g. padlock and chain on front gate, doorknobs, light switches, boat shed locks, etc.
- Toilets can be used and are accessible via breezeway (BBQ) door. Hand washing soap, hand sanitiser, alcohol base spray disinfectant and paper towels are available in the toilets.
- The following are to be avoided wherever possible:
  - The use of club-owned boats and lifejackets; where club-owned equipment is used, it must be cleaned and sanitised after each use
  - The sharing of personal equipment
  - Use of club waste bins (please take your own waste home with you instead)
- A minimum 3-metre spacing is to be maintained between boats on the foreshore.
- The club reserves the right to temperature test anyone on arrival at the club and at any time while at the club.
- In the event that anyone is concerned about someone displaying symptoms of COVID-19 while at the club they should contact:
  - On race days, the on-duty COVID-19 Incident Coordinator
  - At any other time, the Rear Commodore (0439 027 323)

## 2. Protocol for Club-organised Racing

In addition to observing the Protocol for General Club Use, any member attending the club for the purpose of club-organised racing must observe the following:

- Registration is to be completed via the online race registration system, or by email using the relevant race registration form, prior to your first race.
- On each race day, sign-on is to be undertaken prior to racing by verbally informing the Race Officer of your intention to race.
- Those on duty are to sanitise their hands, the boats, the tractor, and any equipment (touched areas), before and after use, and at any other time, as required, due to shared use/handling.
- Where practicable, one person should be nominated to drive each boat and one to drive the tractor; the sharing of these roles between multiple people on any given day is to be avoided.
- Social distancing is to be maintained on safety boats where practicable:
  - Nominal numbers: Kimbolton – 2 crew, Johnson - 3 crew;
  - However, safety is to take precedence in a rescue situation.
- Sanitising equipment and spare masks are to be carried on the safety boats for use at any time they may be needed.
- Maximum number in the Race Control Room is two people.
- Racers and those on duty are reminded of the following:
  - The use of club-owned boats and lifejackets is to be avoided wherever possible in favour of personally owned equipment. Where club-owned equipment is used, it must be cleaned and sanitised after each use.
  - A minimum 3-metre spacing is to be maintained between boats on the foreshore.
  - The sharing of personal equipment is to be avoided.
  - Use of club waste bins is to be avoided; please take your own waste home with you wherever possible

### 3. Protocol for the establishment and conduct of a COVID-19 Incident Coordinator on Race Days

- The General Committee will appoint a COVID-19 Incident Coordinator for each day there is to be a club-organised race.
- The General Committee will make available to the on-duty COVID-19 Incident Coordinator a supply of PPE.
- PPE will be stored in the Committee Room, a designated 'clean zone' of the clubhouse (i.e. the areas currently closed for general use)
- In the event that the on-duty COVID-19 Incident Coordinator is made aware of someone displaying symptoms of COVID-19 while at the club, he/she will:
  - Isolate that person from others and provide a disposable surgical mask for the person to wear.
  - Call the DHHS coronavirus line on 1800 675 398 and follow their advice regarding the following:
    - Ensuring the person has transport to their home or to a medical facility.
    - Closing any affected areas of the club and arranging for them to be cleaned.
    - Alerting other members at the club that an incident has occurred and what they should do as a consequence.
  - Complete the online COVID-19 Incident Report Form
- In the event that contaminated waste is generated in response to someone displaying symptoms of COVID-19 while at the club, the on-duty COVID-19 Incident Coordinator will:
  - If the waste does not involve blood, dispose of such waste in a labelled bin and, when  $\frac{3}{4}$  full, arrange for its removal from the club premises in a tied-off bag for disposal in a general waste bin.
  - If the waste involves blood (e.g. as a result of an injury), dispose of such waste in two sealed plastic tied-off bags and arrange for its removal from the club premises for disposal in a general waste bin.
  - Ensure all those involved wash their hands for 20 seconds using soap and a continuous low flow of hot water in the sink located in the disabled toilet
  - NB: Contaminated waste includes but is not limited to used paper towelling, single use PPE items such as disposable masks, gloves, tissues, single use dish cloths, and t-towels, and disposable cups
- The on-duty COVID-19 Incident Coordinator will monitor the waste bins in the toilets and when  $\frac{3}{4}$  full, arrange for their contents to be removed from the club premises in a tied-off bag for disposal in a general waste bin.

### 4. Protocol for Commodore and Rear Commodore in the event of a COVID-19 incident

The Rear Commodore may become aware of COVID-19 incident either via the on-duty COVID-19 Incident Coordinator (on race days) or via a concerned member (at any other time). In the event of the latter, he/she will:

- Call the DHHS coronavirus line on 1800 675 398 and follow their advice regarding any of the following (as appropriate):
  - Ensuring the person has transport to their home or to a medical facility.
  - Closing any affected areas of the club and arranging for them to be cleaned.
  - Alerting other members at the club that an incident has occurred and what they should do as a consequence.
- Complete the online COVID-19 Incident Report Form

Following receipt of a COVID-19 incident report, the Commodore will initiate a review of:

- The club's Safe Return to Sailing Protocols 2020
- All activities at the club

### 5. COVID-19 Incident Report Form

(the following form is to be implemented in RevSports)

Your name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date and Time of Incident: \_\_\_\_\_

Are you able to identify the person who was the cause of the concern? Y/N

If Yes: Name : \_\_\_\_\_

Did you have a conversation with this person? Y/N

If No: Did this person have a runny nose? (tick box)

Did this person have a cough? (tick box)

If Yes: Did this person report any of the following Covid-19 Symptoms? (tick boxes).

- |   |   |
|---|---|
| <input type="radio"/> fever               | <input type="radio"/> loss of sense of smell or taste |
| <input type="radio"/> cough               | <input type="radio"/> runny nose                      |
| <input type="radio"/> sore throat         | <input type="radio"/> chills or sweats                |
| <input type="radio"/> shortness of breath |   |

What areas of the club were visited by this person? (tick boxes)

Toilets  
Caravan park  
Boat shed  
Equipment shed  
Other

If other, please specify:

What action did you take?