



POINT LEO BOAT CLUB
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Point Leo Boat Club (Club)

COVID-Safe Plan

21 November 2020

Date	Version	Actions
21 November 2020	Final	In line with Step 3 28 October 2020 Victorian Government Restrictions and Guidelines

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1. Introduction

The Point Leo Boat Club Committee has developed this COVID-Safe Plan (**Plan**) to support the health and well-being of our members during the 2020/21 season. We appreciate that the Plan imposes unwelcome restrictions on the use of the Club but we hope that the adoption of a risk-based approach will mean that we can at least continue to share and enjoy the Clubhouse safely. If it is possible to ease restrictions during the season, we will do so by updating this Plan and recirculating it to all members.

The purpose of the Plan is to ensure the Club:

- a) complies with all Victorian Government (**Government**) and Department of Health and Human Services Victoria (**DHHS**) rules and regulations relating to COVID-19 response and recovery;
- b) responds to and complies with the guidelines set out by Australian Sailing as the governing body for the sport of sailing in Australia;
- c) is able to demonstrate an overarching plan for the implementation and management of procedures to be followed by the Club to support Club members and other visitors in the staged resumption to sailing and in all other activities held at the Club; and
- d) is able to respond when notified of a suspected or confirmed case of COVID-19 of an attendee of the Club.

The arrangements set out in this Plan are intended to prevent the transmission of COVID-19 among members, volunteers, families and the broader community. The Plan provides the framework to govern the general operation of the Club, the sailing/boating activities, the attendance and behaviour of all members while using Club facilities.

2. PLBC Guiding Principles

The Committee is the ultimate decision-making body for the Club. The guiding principles that underpin the Committee's decision-making in relation to the COVID 19 pandemic are listed below. The Committee has and will encourage all internal decision makers (the Commodore, the Committee members and the Duty Managers) to use these principles to guide their decisions during the COVID-19 period:

- I. The health and safety of members, visitors, families and the broader community is the number one priority. We will always follow Government advice. The COVID-19

preventative measures are vital to protecting health and wellbeing of our community. We all have a role to play by following the Government guidelines.

- II. We will endeavour to communicate our Plan to members and the broader community
- III. Regarding on-water activities we will follow Australian Sailing's advice in line with the Government requirements.
- IV. We will take a considerate and conservative approach to minimise risk to members whilst seeking to maximise the safe use of the Club's facilities. We may adopt risk minimisation measures that go beyond those required to comply with Government requirements. We will have due regard to all applicable Government advice.

3. COVID team

The Club has appointed a COVID officer and team to make decisions related to activities, operations and implementing the applicable regulations. Policy matters will be presided over by the Committee.

The COVID officer (Meg Price) and the COVID team comprises the Committee. The Committee will:

- oversee the implementation of the Club activities in line with the guiding principles;
- recommend policies identifying how the Club will operate under the restrictions of the day;
- communicate all relevant information to Club stakeholders;
- review policies and operations and progress or retract them in line with the regulations of the day.

4. Government Regulations

4.1 Victorian Restrictions

The current restriction levels are regularly updated on the Victorian Government website:

<https://www.dhhs.vic.gov.au/business-industry-restrictions-by-industry-covid19>

4.2 On-Water Regulations

The Club is and will continue to be guided by Australian Sailing's interpretation of

the applicable guidelines of the day concerning our on-water services including racing and training. The Club will respond as these guidelines are updated.

Australian Sailing's COVID-19 Information Hub can be found here

<https://www.sailingresources.org.au/covid-19/>. Click on the 'VIC' tab in the right hand column for sailing restrictions applicable to Metro Melbourne.

4.3 Clubhouse Use & Hospitality Industry Guidelines

Details of the rules relating to the following important key information:

- General Planning
- Environmental Issues including cleaning
- Floorplans and patron limits
- Staff and training
- Patron numbers
- Compliance matters

can be found at <https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-accommodation-and-food-services>

5. COVID-Safe Plan

5.1 Members' responsibilities

The Club expects that all members, volunteers, participants and visitors to:

- Comply with the health directions of government and public health authorities as issued from time to time;
- Understand and act in accordance with this Plan as amended from time to time;
- Comply with any testing and precautionary measures implemented by the Club;
- Act with honesty and integrity in regard to the state of their personal health and any potential symptoms; and
- Monitor their health and take a cautious approach to self-isolation and reporting of potential symptoms.

It is a vital responsibility of anyone who becomes a confirmed COVID-19 case to notify the Club Commodore if they have been at the Club either in the 48 hours before they showed symptoms or at any time while they were infected.

Members and visitors 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 <https://www.dhhs.vic.gov.au/getting-tested>
- you are feeling unwell, even if you have tested negative for coronavirus (COVID-19) – any spread of sickness puts our operations at risk if staff 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.

Personal Hygiene

Everyone should ensure good personal hygiene which is critical for stopping the spread.

Wear a facemask/face covering

- For those 12 years old and over, masks must be worn on land at all times.

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 get home, arrive at other people's homes, or arrive at work.
- Wash your hands after blowing your nose, coughing, sneezing. • Wash your hands regularly before, during and after a 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.

5.2 Use of the Clubhouse

The Clubhouse will re-open on Saturday 21 November 2020 for members only. Members can use the main clubroom, the deck and the lower decks as per the attached floor plan and limits of people in each area. The toilets will remain accessible to Members however the kitchen including fridges, BBQ's and showers cannot be used at this stage. If you BYO meals to have in any of the areas of the club we ask you in peak times to respect other members and limit your time in these areas to 2 hours. Members will need to take their rubbish home.

5.3 Contact Tracing

Attendance Register

The Club has set up a dedicated Register and all Members upon entry to the Club are required to complete their names to this register. Everyone in your group must sign in.

This will act as the Clubs contact tracing log and be available to the Department of Health and Human Services (DHHS) if required. There will be signage at the front club door which must always remain closed and locked.

Please note that you must also enter the time that you leave.

5.4 Social Events

The social committee is hoping to organise social events as and when government regulations ease.

5.5 Hand Sanitiser

Members are encouraged to bring their own hand sanitiser and use it regularly whilst at Club premises. In addition, there will be hand sanitiser stations throughout the club and on the kitchen bench. Please do wipe down any surfaces you have used.

5.6 Onsite Signage

Onsite signage at the Clubhouse and car park will include details on;

- We are a COVID Safe Club. For more information, please visit our website www.pointleoboatclub.com.au
- How to record attendance

- Let's Keep 1.5m apart
- No entry/no exit signs
- This section of the clubhouse is closed for the safety and health of Members
- Sanitiser station signs, including arrows
- Please wear a facemask and sanitise your hands

5.7 Cleaning Protocol

The Club will organise weekly deep cleaning the club and during peak times the duty manager will do twice daily cleans. All Members are encouraged

to wipe down any surfaces they use.

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.

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 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.

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

- 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).

5.8 Communications

The Commodore and PLBC Committee are responsible for communicating all information regarding this Plan and any changes to the Club's approach to managing COVID 19 to members through email and via our website.

All current Club information related to the coronavirus and how it directly relates to our Club is available by visiting our website.

5.9 Covid-Safe Sailing Officers

In line with Government requirements and Sailing Australia's advice Covid-Safe Officers may be appointed for OTB races and official Club social events. Covid-Safe officers will have completed the online infection control course found here <https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training> and provided the certificate to the Club.

The Covid-Safe Officer duties will include;

- Promote compliance with Government requirements and Club requirements
- Arrive 30 mins before race/event time to set up sanitising stations
- Supervise rigging, briefing and safety boat preparation to ensure social distancing is followed, Members are wearing facemasks (if still required by law at that time)
- The Covid-Safe Officer may either sail in the race, remain on shore or be in a safety boat as their primary duties are before and after the race
- Supervise boat/safety boat retrieval and ensure regulations are adhered to
- Coordinate the disinfection of high contact surfaces post-event including Club boats. This may involve asking sailors to complete one task to ensure this occurs in a timely manner, is a team effort, and not too much on one person.

Members are asked to fully support our Covid-Safe Officers. They have an important role in ensuring that Members can safely participate in Club activities and enjoy the Club facilities.

All Committee members and duty officers have the authority to:

- **Ask anyone not wearing a mask to leave**
- **Ask people to comply with physical distancing rules**
- **Ask anyone who presents at the Club with any COVID-19 symptoms to leave, for the safety of other members**
- **Ask members and visitors to comply with any other rules in the Plan**

6. Steps to take if a member is suspected or confirmed to have COVID-19.

If a member contacts Meg Price (in her role as COVID Officer) to confirm receipt of a positive COVID test, Meg will prepare a notification to go all members. The notification will confirm that a member has tested positive to the virus and the date(s) when they were at the Club. The Club will not disclose the identity of the member who has tested positive. The Committee will consult with the DHHS in line with the steps set out below.

If anyone who is a confirmed case of COVID-19 and who has used the Club whilst they were infectious, then the DHHS will contact Meg Price or another member of the Committee.

We will then implement the following steps:

- I. We will consult with DHHS on whether the Club is required to close its facilities for a period to facilitate cleaning and enable contact tracing

- II. We will determine what areas of the Club's facilities were visited, used, or impacted by the infected person
- III. We will clean and disinfect all areas that were used by the infected person. We will close off the affected area before cleaning and disinfecting
- IV. We will open outside doors and windows to increase air circulation and then commence cleaning and disinfection
- V. We will fully sanitise all areas of the Club's facilities, paying particular attention to high touch areas.
- VI. We will communicate with members to provide all necessary information regarding the above.

The Club's facilities will remain closed until this is completed. Furthermore, the DHHS may request information from us to assist with contact tracing and we will make this freely available. DHHS will contact anyone who is identified as a close contact of the case. The Club will then work with DHHS to ensure that all appropriate preventative measures have been taken prior to reopening the Club.

7. Sailing

This part of the policy will be updated in December 2020 prior to our sailing season commencing and with regard to the latest Victorian Government regulations.