



# RSYS SAFETY PLAN

## COVID-19 Risk Mitigation Policy

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For Internal Distribution Only

## COVIDSAFE STANDARDS for the Clubs Industry

- Identify and respond to heightened COVID-19 risks, immediately notify NSW Health if a person with COVID-19 could have spent time on the club premises.
- Take active measures to promote physical distancing of 1.5 metres between all persons in – and attempting to enter – the premises: Have a plan to manage gatherings outside the venue, appoint CovidSAFE Marshals, use floor markings, offer table service.
- Make the club’s internal layout conducive to physical distancing, have separate entry and exit points, no multi-seat couches.
- Encourage patrons to practise good personal hygiene: Appoint CovidSAFE Marshals, display signs to promote responsible behaviour (e.g. coughing etiquette).
- Ensure appropriate hand cleaning facilities are accessible: Make available sanitiser at entry points and in each room, display signs to show correct hand cleaning, make paper towels available in restrooms.
- Ensure that dining and bar items are not accessible by patrons and that non-disposable menus are laminated and cleaned between use: No buffet style or share plate style, bring out crockery, cutlery, cups and serviettes upon service, and promptly clean tables.
- Regularly clean frequently touched surfaces (FTS) – particularly FTS in restrooms – using detergent or disinfectant: Have a cleaning schedule which identifies FTS and the cleaning frequency, conduct due diligence on the effectiveness of cleaning products.
- Frequently clean restrooms using disinfectant: Consider cleaning restrooms with disinfectant every 30 minutes, ensure cleaning staff use disposable gloves and possibly other PPE.
- Manage and enforce the venue capacity: Monitor legislated venue capacity requirements, monitor capacity in real time, leave an appropriate buffer. (Appendix B)
- Collect the first and last name, email address and contact number of every patron.
- Remove or refuse entry to patrons at risk of transmitting COVID-19: Remove patrons who repeatedly fail to observe distancing or hygiene standards, use of a contactless thermometer and screening questions at entry, consider restricting entry to members only.
- Do not allow staff to work if they are unwell: Instruct staff to stay home if they are unwell and request a medical certificate upon their return.
- Consider making alternative working arrangements for vulnerable workers: Talk to each vulnerable worker to consider alternative hours or responsibilities.
- Educate staff on the club’s WHS obligations and take measures to protect staff: Require staff to complete infection control training, update WHS policy.

# RSYS Policy and Procedures to meet Covidsafe Standards for the Clubs Industry

## Clubhouse

### Community Risk

#### *Identify and respond to heightened COVID-19 risks*

- RSYS must have the agility to quickly respond to increases in community risk by varying their CovidSAFE measures.

#### *Action:*

- Manager on Duty to monitor the NSW Health website daily to check if the Club's local government area (LGA), or a neighbouring LGA, is identified as an "area for increased testing and surveillance".
- Apply stricter CovidSAFE standards if the community risk increases – e.g. be prepared to clean more regularly, further restrict patron capacity, contact members to reinforce the importance of social distancing and personal hygiene requirements.
- Encourage staff to report to the club if they contract COVID-19, and notify NSW Health immediately upon becoming aware that a person with COVID-19 could have been on the club premises while infected.

### Physical Distancing

#### *Take active measures to promote physical distancing of 1.5 metres between all persons in, and attempting to enter the premises*

- Person to person transmission is the main way COVID-19 is thought to spread.
- Guidance from the Australian Department of Health cautions against two people spending more than 15 minutes within 1.5 metres of one another – either in a single stretch of time, or cumulatively throughout the day.
- Droplets containing the coronavirus can be transmitted from person to person through coughing and sneezing, but they can also be spread simply by talking.
- There is an increased risk of unsafe physical distancing if patrons are drinking or socialising while standing.

#### *Actions*

- It is vital to have a plan to manage large gatherings of patrons outside the venue.
- Appoint one or more CovidSAFE marshals to roam the venue each shift, to enforce physical distancing and good personal hygiene behaviours.
- Use floor markings where people are likely to queue.
- Identify activities within the premises where patrons are likely to spend more than 15 minutes within 1.5 metres of one another and take steps to mitigate those risks.
- Prominently display signs throughout the Club which encourage physical distancing.
- Communicate physical distancing standards to people delivering goods to the club.
- Reduce the number of patrons standing, use table service or remote ordering for taking food and beverage orders.

#### *Make the club's internal layout conducive to physical distancing*

- The positioning of chairs, furniture and entrance points can impact social distancing.
- The Australian Government guidance is "it is not necessary to install a screen between workers and the public (customers) as the interaction time between them is shorter."
- There is no guidance to suggest physical distancing of 1.5 metres changes based on whether workers or patrons are sitting or standing side-to-side (i.e. facing the same direction rather than each other) or back-to-back.
- There is no guidance on whether seating should be spaced based on the edge or centre of the chair or stool. Managers should form their own judgement, noting the reason physical distancing is recommended; that

droplets emitted from the mouth or nose of an infected person may transmit to the eyes, mouth or nose of a person who is not infected.

#### *Actions*

- Remove or cordon off multi-seating couches.
- Separate bar and dining tables so groups on one table are not in close proximity to groups on another table.
- Where possible have separate entry and exit points so patrons do not walk directly past each other.
- Consider physical barriers such as plexiglass around counters with high volume interactions with customers.

## Hygiene

### *Encourage patrons to practise good personal hygiene (Appendix A)*

- In addition to hand hygiene (below), good personal hygiene includes covering coughs and sneezes with the inner elbow or clean tissue, not touching the face, eyes, nose or mouth, and no physical contact with others (e.g. shaking hands, hugging).

#### *Actions*

- Appoint one or more CovidSAFE marshals to roam the Club, to enforce physical distancing and good personal hygiene behaviours.
- Prominently display signs throughout the venue which encourage good personal hygiene behaviours.
- Remind members about good personal hygiene practices via weekly newsletters, website and other social media.
- Use signage to encourage contactless payments.

### *Ensure appropriate hand cleaning facilities are accessible*

- Proper hand washing means using soap and water for a minimum of 20 seconds and drying hands with a paper towel.
- An alcohol-based hand sanitiser is only effective if it contains at least 60% ethanol or 70% isopropanol.

#### *Actions*

- Make available alcohol-based hand sanitiser at entry and exit points, and in each room of the premises.
- Conduct due diligence on purchases of commercial quantities of hand sanitiser, by asking the supplier if the product meets the above requirements.
- Prominently display signs near hand cleaning facilities on how to correctly clean hands.
- Make available disposable paper towels in the restrooms for drying hands.

### *Ensure dining and bar items are not accessible by patrons and that non-disposable menus are laminated and cleaned between use*

- Dining and bar items include cutlery (as well as cutlery trays), salt and pepper shakers, sauces, crockery, cups, serviettes, and water jugs.

#### *Actions*

- Use disposable menus, or laminated menus (laminated menus should be cleaned between all uses).
- In dining and restaurant facilities, keep all cutlery, crockery, and cups behind the counter, and bring them to the table upon the patron being served their food or beverage.
- Clean tables promptly after the patron departs (e.g. remove empty beverage containers, and dirty crockery and cutlery).
- Do not have buffet-style dining and do not serve communal bar snacks or shared plates.
- Consider using single serve condiment portions (eg. salt & pepper, sauces etc).

## Cleaning

### *Regularly clean frequently touched surfaces (FTS) using detergent or disinfectant*

- FTS include door handles, hand railings, counters, armrests of chairs (if not fabric), taps, pens, straw dispensers, as well as surfaces and buttons on EFTPOS & BPOS terminals.
- Cleaning should only be conducted with detergent or disinfectant.

- In determining the frequency of cleaning FTS, it should be noted that COVID-19 can survive on hard surfaces such as plastic and stainless steel for up to 72 hours.
- Disinfectant is more effective than detergent at reducing the risk of COVID-19 transmission and should therefore be reserved for high-risk surfaces.

#### *Actions*

- Keep a cleaning schedule which:
  - identifies each FTS in the venue,
  - specifies the frequency with which each FTS, restrooms and other surfaces or areas will be cleaned.
- FTS should be cleaned at least once every 60 minutes using a detergent and water solution or disinfectant.
- Conduct due diligence on purchases of commercial-grade detergent or disinfectant – or the use of these products by contract cleaners – by obtaining a safety data sheet.
- Cleaning staff to wear disposable gloves and correctly dispose of the gloves when they become damaged or soiled, or when cleaning is complete.

#### *Frequently clean restrooms using disinfectant*

- Restrooms pose a greater risk of COVID-19 transmission due to the frequency of people touching the same surfaces – these include door handles, door locks, toilet seat and buttons, taps, washbasins, counters.

#### *Actions*

- Clean restrooms once every 30 minutes using disinfectant.
- Require the staff cleaning restrooms to wear disposable gloves and possibly other personal protective equipment (PPE) such as eye-protection and a mask.

### Managing Patrons

#### *Manage and enforce the venue capacity*

- The venue capacity is governed by legislation which may change from time-to-time.
- The legislation may separately impose a patron/customer capacity limit as well as a person capacity limit.
- Clubs should still encourage physical distancing within the venue and in each room.

#### *Actions*

- Determine the floorspace of the venue on the floor plan, and set the capacity accordingly.
- Monitor the capacity of the premises in real time.
- Leave a buffer so there is capacity to admit people that are not patrons (e.g. contractors).
- Do not allow a long queue outside the venue, and have a plan to manage crowds outside the venue.
- Keep a copy of the floorplan specifying the total square metres to show Police or other inspectors.
- Members and their guests to have their temperature checked before entering the dining areas.

#### *Keep a digital record of name, email address and contact number of every patron for a period of 28 days.*

#### *(Appendix D)*

- Record keeping (Contact tracing) must be kept for all members and their guests, staff, contractors, and other visitors. Preferably in a digital form to allow it to be easily accessed if required.

#### *Actions*

- Ensure that current sign in procedures allow for recording of all required details.
- Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria in 14 days prior.
- Remind all patrons on arrival that all members of their party must sign in and include email address and contact phone numbers.
- Ensure that records are only used for the purposes of tracing COVID-19 infections and are stored confidentially and securely.

#### *Remove or refuse entry to patrons at risk of transmitting COVID-19*

- While clubs cannot verify whether patrons have COVID-19, certain screening measures may mitigate the risk of admitting patrons with COVID-19, including temperature checks and screening questions.

### Actions

- Remove patrons who repeatedly fail to observe basic physical distancing or personal hygiene measures (e.g. repeatedly coughing into the air, patting staff on the back).
- Patrons identified as being at-risk (for e.g. if they look unwell or report being unwell) should be encouraged to get tested. Clubs should be aware of nearby testing facilities.

### Managing Staff

#### *Do not allow staff to work if they are unwell*

##### Actions

- Instruct employees to stay home and get tested for COVID-19 if they are unwell or in close contact of a person with COVID-19, and only return to work with a medical certificate substantiating their good health.
- Staff to have their temperature checked before commencing each shift.

#### *Consider making alternative working arrangements for vulnerable workers*

- A vulnerable worker is a person 70 and over, a person 65 and over with a chronic illness, a person 55 and over who is Aboriginal, and person with a compromised immune system.

##### Actions

- Speak to each vulnerable worker and consider whether it would be appropriate for them to do different hours or responsibilities.
- For example, if a vulnerable worker normally works behind the bar, the club could instruct the person to wear PPE, clean their hands more regularly or refrain from handling cash.

#### *Educate staff on the club's WHS obligations and take measures to protect staff*

- RSYS must ensure there are methods in place for staff to understand and carry out the club's CovidSAFE obligations.

##### Actions

- Ask staff to complete training on managing COVID-19 management infection control.
- Undertake a WHS risk assessment which identifies at-risk workers and situations.
- Update the club's WHS policy and procedures with a view to mitigating risk (including for vulnerable workers) and communicate the new policy to staff.
- Employees should be instructed to correctly clean their hands every 30 minutes, and immediately before commencing work.

### Risk Register

Functions	Risk	Mitigation	Equipment	Responsibility
Conferences				
	Large groups – small rooms	Hygiene Maximum Capacity 10 pax	Hand sanitiser	Steward at set up
Buffet		Cancelled		
Seated Dinners				
	Large groups – close tables	Hygiene Maximum Capacity 10 pax	Hand sanitiser	Steward at set up
	Condiments	Hygiene / Single use	Disinfectant spray	Waitstaff
	Cutlery	Single use		Waitstaff
	Serviettes	Single use		Waitstaff
	Table cloths	Single use		Steward at set up
Table Buffet		Cancelled		
Bridge		Online Only		

Accommodation	Risk	Mitigation	Equipment	Responsibility
Apartments				
Guest Rooms	Shared Facilities	Individually allocated	Industrial disinfectant	Reception
		Disinfect	Disinfectant spray / wipes	Housekeeping
	Room surfaces	Disinfect all common surfaces and touch points	Industrial disinfectant	Housekeeping
	Linen	Clean linen and covers	Staff to use gloves / masks	Housekeeping
	Crockery	Wash all	Detergent	Housekeeping
	Hard Flooring / Bathrooms	Disinfect	Industrial disinfectant	Housekeeping
	Carpet	Disinfect	Disinfectant spray	Housekeeping

Admin Offices	Risk	Mitigation	Equipment	Responsibility
	Public Areas	Disinfect	Industrial disinfectant	Housekeeping
	Customer Contact areas	Distance / Hygiene	Hand sanitiser	Staff
	Room surfaces	Disinfect all common surfaces and touch points	Industrial disinfectant	Housekeeping
	Equipment Surfaces	Disinfect all common surfaces and touch points	Disinfectant / Alcohol spray / wipes	Staff
	Crockery	Wash all	Detergent	Staff
	Hard Flooring / Bathrooms	Disinfect	Industrial disinfectant	Housekeeping
	Carpet	Disinfect	Disinfectant spray	Housekeeping

Restaurants	Risk	Mitigation	Equipment	Responsibility
Dining Room				
	Large groups – close tables	Door control	Hand sanitiser	Manager on Duty
		Max Capacity 62 pax / Max booking 10 pax		
	Condiments	Hygiene / Single use	Disinfectant spray	Waitstaff
	Clearing Plates	Hygiene	Hand sanitiser	Manager on Duty
	Shared utensils	Staff to serve	Staff managed service tools	Waitstaff / Kitchen
	POS screens/EFT terminals	Hygiene	Alcohol wipes	Waitstaff
	Cleaning & resetting tables	Hygiene	Gloves / Disinfectant spray	Waitstaff

CCA				
	Large groups -	Hygiene	Hand sanitiser	Waitstaff
	Close tables	Create space	Tables 1.5 metres apart	Waitstaff
		Max Capacity 50 pax inside / Max booking 10 pax		
	Continental Breakfast	Cancelled		
	Condiments / table numbers	Hygiene / single use	Disinfectant spray	Waitstaff
	Clearing Plates	Hygiene	Hand sanitiser	Manager on Duty
	Cash Transactions	Hygiene	Hand sanitiser	Waitstaff
	POS screens / EFT terminals	Hygiene	Alcohol wipes	Waitstaff
	Cleaning & resetting tables	Hygiene	Gloves / Disinfectant spray	Waitstaff
Kitchen				
	Uncovered food	Existing Procedures	Existing Equipment	Chef
	Shared utensils	Existing Procedures	Existing Equipment	Chef
	Surfaces	Existing Procedures	Existing Equipment	Chef

## Sailing & Training

### Community Risk

#### *Identify and respond to heightened COVID-19 risks*

- RSYS must have the agility to quickly respond to increases in community risk by varying their CovidSAFE measures.  
*Action:*
- Sailing Manager to monitor Australian Sailing website and NSW Government website daily for any changes regulations relating to sports and training.
- Apply stricter CovidSAFE standards if the community risk increases – e.g. be prepared to clean more regularly, restrict training capacity, contact members to reinforce the importance of social distancing and personal hygiene requirements.
- Encourage staff to report to the club if they contract COVID-19, and notify NSW Health immediately upon becoming aware that a person with COVID-19 could have been on the club premises while infected.

### Physical Distancing

#### *Take active measures to promote physical distancing of 1.5 metres between all persons in, and attempting to enter, the premises*

- Person to person transmission is the main way COVID-19 is thought to spread.
- Full contact allowed during training and competition with no limits on crew numbers.
- Social distancing of 1.5m when not training or competing must be adhered to at all times.
- 20 person limit per training group, inclusive of coaches and support staff.
- Guidance from the Australian Department of Health cautions against two people spending more than 15 minutes within 1.5 metres of one another – either in a single stretch of time, or cumulatively throughout the day.
- Droplets containing the coronavirus can be transmitted from person to person through coughing and sneezing, but they can also be spread simply by talking.
- There is an increased risk of unsafe physical distancing if sailors are using the same equipment, sitting to close on a vessel and drinking or socialising while standing.

#### *Actions*

- Advise all participants of limits to allowable numbers on vessels and in training groups.
- Take bookings for training groups.
- Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria in 14 days prior.
- Ensure processes are in place to exclude participants (including spectators and officials) if they have attended any of the reported case locations listed on the NSW Health website.
- Physical distancing of 1.5m must be kept at all times when not taking part in training or racing.
- Record keeping (Contact tracing) must be kept for all participants, spectators, officials, coaches, staff, contractors, and visitors. Preferably in a digital form to allow it to be easily accessed if required.
- Where possible, it is requested that all community sports clubs and associations put plans in place to minimise spectators to parents and carers only.
- Increase COVID-19 safety signage in venue carparks and at common entry points at outdoor venues;
- Changing rooms are able to be used however consideration needs to be taken into strategies to reduce crowding and promote physical distancing.
- Appoint one or more CovidSAFE marshals to roam the venue each race/training day, to enforce physical distancing and good personal hygiene behaviours.
- Use floor markings where people are likely to queue, for tenders, jib cranes, and to enter the office.
- Identify activities within the premises where patrons are likely to spend more than 15 minutes within 1.5 metres of one another and take steps to mitigate those risks.
- Prominently display signs throughout the Club which encourage physical distancing.

- Communicate physical distancing standards to people delivering goods to the club.
- Reduce the number of members entering the office at any given time.

## Hygiene

### *Encourage sailors to practise good personal hygiene (Appendix A)*

- In addition to hand hygiene (below), good personal hygiene includes covering coughs and sneezes with the inner elbow or clean tissue, not touching the face, eyes, nose or mouth, and no physical contact with others (e.g. shaking hands, hugging).

#### *Actions*

- Appoint one or more CovidSAFE marshals to roam the Club, to enforce physical distancing and good personal hygiene behaviours.
- Prominently display signs throughout the venue which encourage good personal hygiene behaviours.
- Send communications to members reinforcing good personal hygiene practices.
- Use signage to encourage contactless payments.

### *Ensure appropriate hand cleaning facilities are accessible*

- Proper hand washing means using soap and water for a minimum of 20 seconds and drying hands with a paper towel.
- An alcohol-based hand sanitiser is only effective if it contains at least 60% ethanol or 70% isopropanol.

#### *Actions*

- Make available alcohol-based hand sanitiser at entry and exit points, and in each room of the premises and on committee vessels.
- Conduct due diligence on purchases of commercial quantities of hand sanitiser, by asking the supplier if the product meets the above requirements.
- Prominently display signs near hand cleaning facilities on how to correctly clean hands.
- Make available disposable paper towels in the restrooms for drying hands.

## Cleaning

### *Regularly clean frequently touched surfaces (FTS) using detergent or disinfectant*

- FTS include door handles, hand railings, counters, armrests of chairs (if not fabric), desks, including all of the same on committee vessels.
- Cleaning should only be conducted with detergent or disinfectant.
- In determining the frequency of cleaning FTS, it should be noted that COVID-19 can survive on hard surfaces such as plastic and stainless steel for up to 72 hours.
- Disinfectant is more effective than detergent at reducing the risk of COVID-19 transmission and should therefore be reserved for high-risk surface.

#### *Actions*

- Keep a cleaning schedule which:
  - identifies each FTS in the venue,
  - specifies the frequency with which each FTS, restrooms and other surfaces or areas will be cleaned.
- FTS should be cleaned at least once every 60 minutes using a detergent and water solution or disinfectant.
- Conduct due diligence on purchases of commercial-grade detergent or disinfectant – or the use of these products by contract cleaners – by obtaining a safety data sheet.
- Cleaning staff to wear disposable gloves and correctly dispose of the gloves when they become damaged or soiled, or when cleaning is complete.

*It is the Boat Owners responsibility to collect the Contact Tracing details of all of their crew.*

*It is the Sailing Office's responsibility to collect the Contact Tracing details for all training participants and volunteers. (Appendix D)*

- Record keeping (Contact tracing) must be kept for all participants, spectators, officials, coaches, staff, contractors, and visitors. Preferably in a digital form to allow it to be easily accessed if required.
- Actions*
- Check that current sign in procedures allow for the digital recording of all required details.
  - Remind all participants and volunteers on arrival that they must register and include email address and contact phone numbers.

*Remove or refuse entry to patrons at risk of transmitting COVID-19*

- While clubs cannot verify whether patrons have COVID-19, certain screening measures may mitigate the risk of admitting patrons with COVID-19, including temperature checks and screening questions.

*Actions*

- Remove members/sailors who repeatedly fail to observe basic physical distancing or personal hygiene measures (e.g. repeatedly coughing into the air, patting staff on the back).
- Members/sailors identified as being at-risk (for e.g. if they look unwell or report being unwell) should be encouraged to get tested. Clubs should be aware of nearby testing facilities.

### Managing Staff

*Do not allow staff, coaches and volunteers to work if they are unwell*

*Actions*

- Instruct employees, coaches and volunteers to stay home and get tested for COVID-19 if they are unwell or in close contact of a person with COVID-19, and only return to work with a medical certificate substantiating their good health.
- Employees, coaches and volunteers must have their temperature checked before commencing their shift.

*Consider making alternative working arrangements for vulnerable workers*

- A vulnerable worker is a person 70 and over, a person 65 and over with a chronic illness, a person 55 and over who is Aboriginal, and person with a compromised immune system.

*Actions*

- Speak to each vulnerable worker and consider whether it would be appropriate for them to do different hours or responsibilities.
- For example, if a vulnerable worker normally works behind the bar, the club could instruct the person to wear PPE, clean their hands more regularly or refrain from handling cash.

*Educate staff on the club's WHS obligations and take measures to protect staff*

- RSYS must ensure there are methods in place for staff to understand and carry out the club's CovidSAFE obligations.

*Actions*

- Ask staff to complete training on managing COVID-19 management infection control.
- Undertake a WHS risk assessment which identifies at-risk workers and situations.
- Update the club's WHS policy and procedures with a view to mitigating risk (including for vulnerable workers) and communicate the new policy to staff.
- Employees should be instructed to correctly clean their hands every 30 minutes, and immediately before commencing work.

Sailing	Risk	Mitigation	Equipment	Responsibility
Sailing Office				
	Public Areas	Disinfect	Industrial disinfectant	Housekeeping
	Customer Contact areas	Distance / Hygiene	Hand sanitiser	Staff
	Room surfaces	Disinfect all common surfaces and touch points	Industrial disinfectant	Housekeeping
	Equipment Surfaces	Disinfect all common surfaces and touch points	Disinfectant / Alcohol spray / wipes	Staff
	Crockery	Wash all	Detergent	Staff
	Hard Flooring / Bathrooms	Disinfect	Industrial disinfectant	Housekeeping
	Carpet	Disinfect	Disinfectant spray	Housekeeping
Race Committee Vessels				
	Volunteer & Staff Contact areas	Distance / Hygiene	Hand sanitiser	Staff
	Vessel surfaces	Disinfect all common surfaces and touch points	Industrial disinfectant	Staff
	Equipment Surfaces	Disinfect all common surfaces and touch points	Disinfectant / Alcohol spray / wipes	Staff
	Crockery	Wash all	Detergent	Staff
	Hard Flooring / Bathrooms	Disinfect	Industrial disinfectant	Staff
Training Courses & Facilities				
	Volunteer & Staff Contact areas	Distance / Hygiene	Hand sanitiser	Staff
	Vessel surfaces	Disinfect all common surfaces and touch points	Industrial disinfectant	Staff
	Equipment Surfaces	Disinfect all common surfaces and touch points	Disinfectant / Alcohol spray / wipes	Staff
RIBS & training vessels, including Optis, Elliotts etc.				
	Volunteer & Staff Contact areas	Distance / Hygiene	Hand sanitiser	Staff
	Vessel surfaces	Disinfect all common surfaces and touch points	Industrial disinfectant	Staff
	Equipment Surfaces	Disinfect all common surfaces and touch points	Disinfectant / Alcohol spray / wipes	Staff

## Access Control:

- All staff, volunteers & coaches to be temperature tested on arrival to the club for a shift or activity.
- Signage and markers for distancing where needed, in offices & on committee vessels.
- Signage recommending coaches, volunteers & Members download the CovidSafe app.
- All sailors enrolled in sailing courses must register on arrival, both Members and non-members.
- All volunteers, both Members and non-members, must register on arrival.
- Training groups should be staggered where possible to reduce intermingling and use of communal areas such as change rooms.

## Waterfront

### Community Risk

#### *Identify and respond to heightened COVID-19 risks*

- RSYS must have the agility to quickly respond to increases in community risk by varying their CovidSAFE measures.  
*Action:*
- Waterfront Manager to monitor NSW Government website daily for any changes regulations relating to waterfront activities.
- Apply stricter CovidSAFE standards if the community risk increases – e.g. be prepared to clean more regularly, restrict training capacity, contact members to reinforce the importance of social distancing and personal hygiene requirements.
- Encourage staff to report to the club if they contract COVID-19, and notify NSW Health immediately upon becoming aware that a person with COVID-19 could have been on the club premises while infected.

### Physical Distancing

#### *Take active measures to promote physical distancing of 1.5 metres between all persons in, and attempting to enter the premises*

- Person to person transmission is the main way COVID-19 is thought to spread.
- Guidance from the Australian Department of Health cautions against two people spending more than 15 minutes within 1.5 metres of one another – either in a single stretch of time, or cumulatively throughout the day.
- Droplets containing the coronavirus can be transmitted from person to person through coughing and sneezing, but they can also be spread simply by talking.
- There is an increased risk of unsafe physical distancing if staff are using the same equipment, working too close together when either sitting or standing.

#### *Actions*

- It is vital to have a plan to manage large gatherings of patrons outside the venue.
- Appoint one or more CovidSAFE marshals to roam the venue each day, to enforce physical distancing and good personal hygiene behaviours.
- Use floor markings where people are likely to queue, for tenders, jib cranes, and to enter the office.
- Identify activities within the premises where members/contractors are likely to spend more than 15 minutes within 1.5 metres of one another and take steps to mitigate those risks.
- Prominently display signs throughout the Club which encourage physical distancing.
- Communicate physical distancing standards to people delivering goods to the club.
- Reduce the number of members/contractors entering the office at any given time.

### Hygiene

#### *Encourage staff & contractors to practise good personal hygiene (Appendix A)*

- In addition to hand hygiene (below), good personal hygiene includes covering coughs and sneezes with the inner elbow or clean tissue, not touching the face, eyes, nose or mouth, and no physical contact with others (e.g. shaking hands, hugging).

#### *Actions*

- Appoint one or more CovidSAFE marshals to roam the Club, to enforce physical distancing and good personal hygiene behaviours.
- Prominently display signs throughout the venue which encourage good personal hygiene behaviours.
- Send a communication to members before reopening, reinforcing good personal hygiene practices.
- Use signage to encourage contactless payments.

### *Ensure appropriate hand cleaning facilities are accessible*

- Proper hand washing means using soap and water for a minimum of 20 seconds and drying hands with a paper towel.
  - An alcohol-based hand sanitiser is only effective if it contains at least 60% ethanol or 70% isopropanol.
- Actions*
- Make available alcohol-based hand sanitiser at entry and exit points, and in each room of the premises and on committee vessels.
  - Conduct due diligence on purchases of commercial quantities of hand sanitiser, by asking the supplier if the product meets the above requirements.
  - Prominently display signs near hand cleaning facilities on how to correctly clean hands.
  - Make available disposable paper towels in the restrooms for drying hands.

## Cleaning

### *Regularly clean frequently touched surfaces (FTS) using detergent or disinfectant*

- FTS include door handles, hand railings, counters, armrests of chairs (if not fabric), desks, including all tools, tenders, cranes and fuel bowsers.
- Cleaning should only be conducted with detergent or disinfectant.
- In determining the frequency of cleaning FTS, it should be noted that COVID-19 can survive on hard surfaces such as plastic and stainless steel for up to 72 hours.
- Disinfectant is more effective than detergent at reducing the risk of COVID-19 transmission and should therefore be reserved for high-risk surface.

#### *Actions*

- Keep a cleaning schedule which:
  - identifies each FTS in the venue,
  - specifies the frequency with which each FTS, restrooms and other surfaces or areas will be cleaned.
- FTS should be cleaned at least once every 60 minutes using a detergent and water solution or disinfectant.
- Conduct due diligence on purchases of commercial-grade detergent or disinfectant – or the use of these products by contract cleaners – by obtaining a safety data sheet.
- Cleaning staff to wear disposable gloves and correctly dispose of the gloves when they become damaged or soiled, or when cleaning is complete.

### *Keep a digital record of name, email address and contact number of every patron for a period of 28 days.*

#### *(Appendix D)*

- By ensuring that a list of contractors details is recorded, including a contact number & email address, contact tracing can quickly and accurately occur if there is a case of COVID-19 on the premises.

#### *Actions*

- Check that current sign in registers allow for recording of all required details.
- Remind all contractors on arrival that they must sign in and include email address and contact phone numbers.

### *Remove or refuse entry to any members or contractors at risk of transmitting COVID-19*

- While clubs cannot verify whether patrons have COVID-19, certain screening measures may mitigate the risk of admitting patrons with COVID-19, including temperature checks and screening questions.

#### *Actions*

- Remove members/contractors who repeatedly fail to observe basic physical distancing or personal hygiene measures (e.g. repeatedly coughing into the air, patting staff on the back).
- Members/contractors identified as being at-risk (for e.g. if they look unwell or report being unwell) should be encouraged to get tested. Clubs should be aware of nearby testing facilities.

## Managing Staff

### *Do not allow staff or contractors to work if they are unwell*

#### Actions

- Instruct employees and contractors to stay home and get tested for COVID-19 if they are unwell or in close contact of a person with COVID-19, and only return to work with a medical certificate substantiating their good health.
- Employees and contractors must have their temperature checked before commencing their shift.

### *Consider making alternative working arrangements for vulnerable workers*

- A vulnerable worker is a person 70 and over, a person 65 and over with a chronic illness, a person 55 and over who is Aboriginal, and person with a compromised immune system.

#### Actions

- Speak to each vulnerable worker and consider whether it would be appropriate for them to do different hours or responsibilities.
- For example, if a vulnerable worker normally works behind the bar, the club could instruct the person to wear PPE, clean their hands more regularly or refrain from handling cash.

### *Educate staff on the club's WHS obligations and take measures to protect staff*

- RSYS must ensure there are methods in place for staff to understand and carry out the club's CovidSAFE obligations.

#### Actions

- Ask staff to complete training on managing COVID-19 management infection control.
- Undertake a WHS risk assessment which identifies at-risk workers and situations.
- Update the club's WHS policy and procedures with a view to mitigating risk (including for vulnerable workers) and communicate the new policy to staff.
- Employees should be instructed to correctly clean their hands every 30 minutes, and immediately before commencing work.

Waterfront	Risk	Mitigation	Equipment	Responsibility
Boatshed Office				
	Public Areas	Disinfect	Industrial disinfectant	Housekeeping
	Customer Contact areas	Distance / Hygiene	Hand sanitiser	Staff
	Room surfaces	Disinfect all common surfaces and touch points	Industrial disinfectant	Housekeeping
	Equipment Surfaces	Disinfect all common surfaces and touch points	Disinfectant / Alcohol spray / wipes	Staff
	Crockery	Wash all	Detergent	Staff
	Hard Flooring / Bathrooms	Disinfect	Industrial disinfectant	Housekeeping
	Carpet	Disinfect	Disinfectant spray	Housekeeping
Tools	Equipment Surfaces	Disinfect all common surfaces and touch points	Disinfectant / Alcohol spray / wipes	Staff
Tender Vessels				
	Volunteer & Staff Contact areas	Distance / Hygiene	Hand sanitiser	Staff

	Vessel surfaces	Disinfect all common surfaces and touch points	Industrial disinfectant	Staff
	Equipment Surfaces	Disinfect all common surfaces and touch points	Disinfectant / Alcohol spray / wipes	Staff
Jib Cranes & Travel Lift				
	Equipment Surfaces	Disinfect all common surfaces and touch points	Disinfectant / Alcohol spray / wipes	Staff
Fuel Bowers				
	Equipment Surfaces	Disinfect all common surfaces and touch points	Disinfectant / Alcohol spray / wipes	Staff

### Access Control:

- All staff & contractors to be temperature tested on arrival to the Club for each shift/job.
- Signage and markers for distancing where needed, in offices, on vessels.
- Signage recommending Members & Contractors download the CovidSafe app.
- All contractors, including members working on vessels must register on arrival.
- Tenders record passenger trips

## Appendix A

### *Hygiene and cleaning*

#### *Regular and effective hand hygiene*

Frequent hand hygiene is one of the most useful ways to prevent infection. Hand hygiene is particularly important after coughing or sneezing, after going to the toilet, after contact with other people and before eating. Hand hygiene can be either washing your hands with soap and water or using an alcohol-based hand sanitiser. An effective hand washing technique involves using soap and water, scrubbing all parts of the hand and wrist including nails and between fingers for at least 20 seconds, rinsing and then drying with paper towel or a hand dryer.

Employers should provide sinks with hot and cold running water, soap, clean disposable towels or a hand dryer, and a 'hands free' bin for disposal.

Alcohol-based hand sanitisers can be used when hands are not visibly dirty. If hands are visibly dirty, they should be washed with soap and water. Hand sanitisers come in the form of gels, foams or rubs and do not require running water or towels. These products usually have a three-year shelf life and should not be exposed to heat or direct sunlight.

Hand sanitisers should not be provided as the only hand hygiene option as there are times when soap and water should be used instead, for example when hands are visibly dirty or after going to the toilet.

#### *Coughing and sneezing etiquette*

When coughing or sneezing, the nose and mouth should be covered with a disposable tissue or the upper arm or elbow. Tissues must be used only once and then disposed of into a bin. Hands should be washed (or use a hand sanitiser) after coughing or sneezing or touching used tissues.

Employers will need to provide plenty of tissues and a 'hands free' waste receptacle.

Signs on correct coughing and sneezing etiquette should be put up in the workplace to reinforce this message.

Further information on infection control is available from the Department of Health and Human Services.

#### *Personal protective equipment*

Health authorities recommend employees who develop symptoms at work be given a disposable surgical-style face mask to wear to reduce the risk of disease transmission.

Masks should be removed and disposed of safely when they become moist or after coughing and sneezing. So as not to spread infection, it is important masks are correctly applied, not touched or handled when worn, and are correctly disposed of. Other masks that are designed to filter airborne particles may be recommended for people who have a greater risk of exposure to the disease such as healthcare and quarantine workers.

#### *Additional workplace cleaning*

Employers should implement additional regular cleaning for workstations, telephones, frequently touched surfaces such as door handles, and the cleaning and disinfection of workstations of employees who become ill at work. Areas where there is public access will also require frequent additional cleaning and disinfection.

Cleaning of environmental surfaces with a neutral detergent followed by a disinfectant solution is recommended. Follow the instructions of the products re dilution and use.

Alcohol wipes could be provided for use on small surfaces, such as telephones.

#### *Social Distancing*

Avoid prolonged close contact situations in the workplace. At least 1.5 metre distance is recommended

## Appendix B

*Revised 'Maximum' seating (effective 11 March 2020) 1 person per 4sqm.*

Seating Limits will be set by State Government, as at 24 July 2020 maximum booking size is 10 guests.

### L2 CCA

Brassiere Area: 81.9 mtr square

Bar Area: 85.4 mtr square

Max Seating 42

Outside Area: 104.82 mtr square (minus corridor)

Sail Area: 66 mtr square

Max Seating 43

### Carabella

196 mtr square

Max Seating 49

### Sirius Cove

49 mtr square

Max Seating 12

### Shellcove

87 mtr square

Max Seating 22

### Kirribilli

74.5 mtr square

Max Seating 18

### Milson

32.4 mtr square

Max Seating 8

### NBV

Lounge

88 mtr square

Max Seating 22

### Restaurant

112 mtr square

Max Seating 28

### Bennelong

48.5 mtr square

Max Seating 12

### Fort Denison Cellar

33 mtr square

Max Seating 8

### Kurraba Library

23 mtr square

Max Seating 6

## Appendix C

### Australian Sailing

NSW July Update - Relaxation of Restrictions  
Updated 16th July 2020 @ 1752

#### Important information for NSW clubs

- Full contact allowed during training and competition with no limits on crew numbers
- Social distancing of 1.5m when not training or competing must be adhered to at all times.
- Recreational boating is still exempt from the 4m<sup>2</sup> rule whilst afloat, however the skipper needs to ensure those on board maintain social distancing where reasonably practicable whilst not engaged in competition or training.
- Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria in 14 days prior.
- Ensure processes are in place to exclude participants (including spectators and officials) if they have attended any of the reported case locations listed on the NSW Health website
- Physical distancing of 1.5m must be kept at all times when not taking part in training or racing.
- Record keeping (Contact tracing) must be kept for all participants, spectators, officials, coaches, staff, contractors, and visitors. Preferably in a digital form to allow it to be easily accessed if required.
- Where possible, it is requested that all community sports clubs and associations put plans in place to minimise spectators to parents and carers only.

Measures that may assist implementation include:

- Limiting entry to indoor facilities and fenced venues to one person per participant at junior sport (where practical);
- Restricting spectator entry at adult community sport;
- Provide communication to participant databases via e-newsletters, social media and organisations' websites strongly suggesting that only parents and carers should attend community sports activities where possible;
- Make PA announcements (where the facility exists) at venues reminding people to minimise spectators to parents and carers where possible.
- Increase COVID-19 safety signage in venue carparks and at common entry points at outdoor venues;
- Changing rooms are able to be used however consideration needs to be taken into strategies to reduce crowding and promote physical distancing.
- Register your club as a [COVIDSAFE Business](#).
- A club specific COVID-19 Safety Plan must be able to be produced on request
- Changing rooms are able to be used however consideration needs to be taken into strategies to reduce crowding and promote physical distancing.

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The NSW Office of Sport has advised Australian Sailing that the NSW Government will not be following the National Cabinet endorsed Framework for Rebooting Sport in a COVID-19 Environment developed by the Australian Institute of Sport (AIS) on Friday 1 May 2020. It will instead rely solely on the NSW Public Health Orders.

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#### What does this now mean for our sailing clubs?

- GET IN – SAIL – GET OUT still applies;
- Stay home if you are unwell;
- Club activities including racing can resume as long as the current Public Health Orders are complied with;
- Limited activities to small individual groups where possible;
- Practice good hand hygiene before, during and after sailing;
- Avoid physical contact where possible;
- Do not share drinks, towels, clothing etc;
- Encourage sailors to arrive dressed, ready to go.

- Contact tracing records must be kept
  - Encourage the use of the [COVIDSafe](#) app for everyone whilst at your club.
  - Follow the one person per 4 square metres rule ashore to ensure sufficient physical distancing between people.
- 

#### How many people can I have on board?

**Whilst engaged in competition /training** – No limit whilst engaged in competition or training activities, however social distancing should be maintained as reasonably practicable.

**Whilst engaged in social sailing** - You must still observe the maximum ten-person rule and so far, as reasonably practicable, maintain a physical distance of 1.5m and not share equipment. ie- sitting/hiking close to other people on the rail of a yacht is not maintaining social distancing of 1.5m but working together to tack or gybe is acceptable.

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#### Can clubs deliver racing and organised club events, i.e. Sport?

**YES** - Clubs need to conduct their own COVID-19 Safety Plan and determine whether certain activities can comply with the Public Health Orders. (You can find useful resources at the bottom of this page)

Restrictions eased in the latest Public Health Order affecting clubs include but not limited to:

- 10-person gathering limit if in a public place.
  - 500-person limit for an outdoor space - when allowing persons to enter or stay on the premises clubs need to ensure there is 4 square metres of space for each person on the premises.
- 

#### Can clubs deliver face to face courses?

**YES** - provided that the Public Health Orders are complied with.

As the rules on gatherings and use of shared equipment remain in place, courses and programs we recommend that due the practicable nature of delivering these courses whilst observing social distancing and use of shared equipment that courses are limited to 10 persons including instructor. This includes, but is not limited to;

- Accredited Australian Sailing programs, including all activities within the Dinghy, Tackers, Keelboat, Powerboat and Windsurfing programs
  - Discover Sailing Days
  - Club organised learn to sail, windsurf or powerboat courses (non-Australian Sailing accredited courses)
  - Instructor and officials' courses.
- 

#### Is coaching permitted?

**YES** - Provided you comply with the Public Health Orders.

## Appendix D

### *Collect the first and last name, email address and contact number of every patron*

Clubs who open should maintain a digital guest/participant register (including staff and contractors) to assist NSW Health's efforts at contact tracing for COVID-19. The person responsible for holding the guest/participant register should be identified in your COVID-19 Health and Safety Plan. This person should be able to be reached 24/7 and have the ability to provide information to allow for contact tracing on request.

This information should be in a digital format and must record all individuals (including staff and contractors) who have visited your club on every day that you have been operated. It must include the following information for each individual:

- Date and Time in (and where possible, time out)
- Full name
- Phone number
- Email address.

Guidance issued by NSW Health states these details should be kept for 28 days and that the information collected may only be used for the purpose of contact tracing at the request of the NSW Health or local district health boards. Care should be taken in the maintenance of the guest/participant register, with the following issues being addressed:

**Transparency:** Individuals must be made aware of the reason for the register, and what will happen to the information they provide. It is suggested that the following wording be used: *"This information is being collected to assist in the management of the COVID-19 pandemic. It will be given to the NSW Health and/or the District Health Board on request in the event that it is required for contact tracing purposes. We will not use it for any other purpose, and will destroy it after 28 days. It will be kept here at [name of the establishment]. You have a right to access and correct any information we hold about you."*

**Security:** Keep the information safe, in a locked area and think about how to prevent individuals seeing the information provided by others on the register, e.g. could you cover the others' details when later individuals sign in?

**Retention and disposal:** Securely dispose of the register after eight weeks. Do not just throw it in the bin.

**Use:** The sole purpose of the register is for contact tracing. Do not use the information for any other purpose, such as building your mailing list.

**Disclosure:** Do not give the register to other parties, or let individuals look through it.