

> HELPING BUSINESS GET BACK TO WORK



COVID-19 Safety Plan

ORGANISATION DETAILS	
Organisation name:	Lake Jindabyne Sailing Club
Plan completed by:	John Byrne
Approved by:	Alan Davis - Commodore

REQUIREMENTS FOR AN AMATEUR SAILING CLUB.

Requirements and the actions put in place to keep participants and volunteers safe.

REQUIREMENTS	ACTIONS
Wellbeing of staff and visitors	
Members, participants, parents/carers and visitors who are unwell.	<p>Before participating in any sailing activity, we have advised all members and parents/carers of junior members that they must not attend the club if in the past 14 days they have:</p> <ul style="list-style-type: none"> - been unwell or had any flu-like symptoms, or - been in contact with a known or suspected case of COVID-19, or - any sudden loss of smell or loss of taste, or - are at a high risk from a health perspective, including the elderly and those with pre-existing medical health conditions.
Provide all participants with information on COVID-19 including when to get tested, physical distancing and cleaning, and how to manage a sick visitor.	<p>All members are encouraged to complete the Covid-19 online training via the Australian Sailing online learning portal – www.sailingresourcs.org.au</p> <p>All members are encouraged the use of the following resources and websites in order to obtain accurate information:</p> <ul style="list-style-type: none"> - Australian Government Department of Health: https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert - NSW Government Department of Health: https://www.health.nsw.gov.au/Infectious/covid-19/Pages/default.aspx
Display conditions of entry.	Social Distancing, Keep Your Distance, Stop The Spread and Cover That Cough signage displayed at entry to venue and within the clubhouse.
If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.	Hirers advised of requirements to comply with our Safety Plan. We have determined physical distancing protocols to be used within shared facility spaces (e.g. change rooms, toilets and club house/deck), and where appropriate, have clearly marked with signage re Social Distancing and Occupant Limits.

	Encourage individuals to be respectful of shared space, minimise time spent in these areas and observe physical distancing measures.
Ensure processes are in place to exclude participants if they have visited Victoria in the 14 days prior.	Periodically, an email will be sent to all members as a reminder of requirements for attending sailing.
Ensure processes are in place to exclude participants if they have attended any reported case locations listed on the NSW Health website.	Encourage everyone attending the venue to view the NSW Health website prior to attending to double-check the latest hot spot locations at: https://www.nsw.gov.au/covid-19/latest-news-and-updates
Take all reasonable steps to minimise the number of spectators attending community sports events.	Parents/caregivers are requested not to attend the site unless absolutely necessary.
Physical Distancing	
Ensure the number of people in a facility does not exceed one person per 4 square metres of space.	Clubhouse dimension limits the number of people within the building to 30.
Minimise co-mingling of participants where possible.	Social distancing to be observed during rigging and unrigging.
Have strategies in place to manage gatherings that may occur immediately outside the premises, such as with drop off and pick up zones or staggered start/finish times.	If required, split members socialising into smaller groups. However, due to low participant numbers this is not expected to be a concern.
Reduce crowding where possible and promote physical distancing with markers on the floor where people stand or are asked to queue.	Physical distancing markers placed where required, however due to small participant numbers this is generally not a major issue.
Ensure communal facilities such as showers, change rooms, and lockers have strategies in place to reduce crowding and promote physical distancing.	Relevant posters placed in changing rooms, members told that the rules are to be followed.
Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.	Only limited numbers use the change facilities already.
Hygiene and cleaning	
Adopt good hand hygiene practices.	Signage encourages the use of hand sanitizer and hand washing procedure.
Ensure hand sanitiser is accessible at the venue entry and throughout the facility.	Hand sanitiser is provided internally and externally at the clubhouse.
Encourage participants to bring their own water bottle, snacks and sweat towels. Avoid shared food and drinks.	After-sailing dinner to have social distancing observed, no self-serving of food. All plates and cutlery washed in dishwasher.
Clean frequently used indoor hard surface areas regularly, first with detergent and water, and then disinfect. Clean frequently touched areas and surfaces, including in communal facilities, regularly.	Wipe down key spaces, surfaces and objects (such as benchtops, door handles) regularly.
Ensure bathrooms are well stocked with hand soap and paper towels. Consider providing visual aids above hand wash basins to support effective hand washing.	Soap and towels checked regularly. Signage in place.
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between uses.	There is minimal sharing of equipment. Club boats to be sanitized after each use by user with club supplied materials.

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions	All solutions to be made up by a designated safety officer.
Members and volunteers are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Gloves and soap to be readily available.
Encourage contactless payment options.	Members to be advised that cash is not the preferred payment method. Payment to be via contactless eft or via invoice generated and emailed to member for eft payment.
Record Keeping	
Keep a record of name and a mobile number or email address for all participating members and visitors and volunteers attending sailing, where this is practical, for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.	Records will be taken and stored confidentially. Electronic signing-in will be available.
Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace.	Agreed.