

Port Hacking Open Sailing Club Inc. COVID-19 Safety Plan

Updated 6/8/2022

Dingy Racing, Lessons, courses, functions and events

This COVID-19 Safety Plan has been developed to help create and maintain a safe environment for our attendees and volunteers.

By completing this plan in consultation with our members and sharing it with everyone, we hope to help slow the spread of COVID-19 and reassure our attendees that they can safely visit our business. We may need to update the plan in the future, as restrictions or advice changes

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to nsw.gov.au

Business name: Port Hacking Open Sailing Club Inc.

Business address: 226B Attunga Road, Yowie Bay

Plan completed by: Sharyn Roberts - PHOSC Covid Co-Ordinator

Approved by: Scott Roberts – PHOSC Commodore

REQUIREMENTS FOR BUSINESS

Requirements for our workplace and the actions we will put in place to keep your attendees and volunteers safe

REQUIREMENTS	ACTIONS
Wellbeing of staff and visitors	
Exclude members, volunteers, parents/carers/siblings and participants who are unwell or have ANY respiratory tract symptoms	Advise rules on website, Facebook page, weekly emails and signage at clubhouse Declaration to be made on covid register Club officials to enforce rules and will ask people to leave if they have any symptoms Respiratory tract infection symptoms may include: • sore or scratchy throat • cough • runny or blocked nose • fever • husky voice • shortness of breath
Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick visitor.	All people >16 years attending the club must be double immunised with covid vaccine. Updates through regular emails, a training workshop session prior to the season commencing and at each committee meeting People who turn up with ANY respiratory tract infection symptoms will be immediately sent home and covid testing recommended. Areas visited by person to be cleansed with disinfectants.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	N/A
Display conditions of entry (website, social media, venue entry).	Advise rules on website, Facebook page, weekly emails and signage at clubhouse Declaration to be made on covid register Club officials to enforce rules and may ask people to leave Sanitising station to be erected at base of stairs with a committee member enforcing QR code check in, vaccination certificates and hand hygiene protocols
If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.	Hirers to appoint hygiene marshal to enforce PHOSC covid regulations while hall being used by hirer

REQUIREMENTS	ACTIONS
Ensure COVID-19 Safety Plans are in place, where relevant, for: - Swimming pools - Gyms - Indoor recreation facilities - Restaurants and cafes (for kiosks or canteens) - Major recreation facilities	Canteen Staff to wear masks and gloves Only canteen staff may handle food (including sauces) Tables to be place in front of canteen to maintain 1.5 distancing and mark floor for distancing of waiting line Children to be seated when in clubhouse and parents to supervise them Seating to be spaced to maintain distancing People to be seated when not queuing for food Maximum 4 people per table People must be seated while eating or drinking in clubhouse
Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria or been overseas in the 14 days prior.	Advise rules on website, Facebook page, weekly emails and signage at clubhouse Declaration to be made on covid register Club officials to enforce rules and may ask people to leave
Ensure processes are in place to exclude participants (including spectators and officials) if, in the last 14 days, they have attended any of the reported case locations or hotspots listed on the NSW Health website (nsw.gov.au/covid-19/latest-news-and-updates).	Advise rules on website, Facebook page, weekly emails and signage at clubhouse Declaration to be made on covid register Club officials to enforce rules and may ask people to leave
Take all reasonable steps to minimise the number of spectators attending community sport events.	Spectators discouraged except 1 parent/carers of children participating. Mask wearing and “Get in, sail, get out” encouraged
If sufficient numbers to field teams cannot be achieved, prioritise delaying the event rather than substituting with people from other teams or from the community.	N/A
Physical distancing	
Ensure the number of people in a facility does not exceed one person per 4 square metres of space for internal space and 2 square meters of space for outside space (excluding staff) to a maximum of 500 people.	Clubhouse maximum of 41 people. Lower Deck/Pontoon a maximum of 94 people. Upper concrete deck a maximum of 22 people
Minimise co-mingling of participants from different games and timeslots where possible.	Participants in morning learn to sail and Kids sailing encouraged to leave prior to race participants arriving if not participating in race Schedule times so co-mingling minimised

REQUIREMENTS	ACTIONS
Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. People who live in the same household are not required to distance. Have strategies in place to prevent spectators from different games and timeslots co-mingling.	Space boats on boat deck appropriately. Stagger seating in clubhouse Schedule times for each class of boat so co-mingling minimised
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.	Parents/carers encouraged to pick up kids alone and avoid bringing other family/guests to facilities. If parents not vaccinated they are to wait at the gate and their child can be brought to them.
Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.	“Get in, sail, get out” encouraged Arrive dressed in sailing gear recommended Showering at home recommended Signage limiting numbers in change rooms Ladies change room limited to 4 people Men’s change room limited to 2 people
Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.	Markers to be placed at canteen waiting line
Use telephone or video platforms for essential staff meetings where practical.	Chairs to be spaced at tables
Review regular business deliveries and request contactless delivery and invoicing where practical.	N/A
Hygiene and cleaning	
Adopt good hand hygiene practices.	Hand sanitiser provided where washing not available
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	Canteen supervisor to purchase sufficient supplies of hand sanitiser and disinfectant wipes
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Consider providing visual aids above hand wash basins to support effective hand washing.	Remove towels from bathrooms and tea towels from kitchen and purchase paper towels. Limit use of changerooms
Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.	Advise through weekly email
Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.	All participants to wash their own gear.

REQUIREMENTS	ACTIONS
Clean frequently used indoor hard surface areas, including children's play areas, at least daily; first with detergent and water, and then disinfect. Clean frequently touched areas and surfaces, including in communal facilities, several times per day.	Tables and bathrooms to be wiped down between each usage Stair handrails to be wiped frequently
Clean areas used for high intensity sports with detergent and disinfectant after each use.	N/A
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	Rescue boat to have disinfectant wipes
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	Sanitising station to be erected at base of stairs with a committee member enforcing signing covid register and hand hygiene protocols Hand sanitiser available at all levels of decks and in the clubhouse
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	Canteen supervisor to purchase supplies of >70% alcohol hand sanitiser and NSW Health approved disinfectant solutions
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Canteen supervisor to purchase supplies. All people cleaning to wear gloves and sanitise hands correctly
Encourage contactless payment options.	If using canteen, payment by lump sum preferred (credit or debit book to be kept for season)
Record keeping	
Keep a record of name and a mobile number or email address for all staff, volunteers, participants, spectators and contractors attending community sports activities, 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.	Place covid register book at front of clubhouse and cleanse pens after use. All people entering club at gate to sign on and off the covid register A committee member will be appointed to monitor arrivals and departures
Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.	Encourage COVIDSafe app to be used by all club members
Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.	Contact person: Sharyn Roberts, 0425 299 790 PHOScmembership@gmail.com