

### Our COVID Safe Plan. v3

Business name: Davey's Bay Yacht Club  
Site location: Daveys Bay Rd, Mount Eliza  
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Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<b>Provide and promote hand sanitiser stations for use on entering building and club grounds. Adequate supplies of hand soap and paper towels are available for members.</b>	<i>Hand sanitiser available at:</i> <ul style="list-style-type: none"><li>• Entry to main clubhouse inside and outside (french doors)</li><li>• Inside entry at bottom of stairs to safety tower</li><li>• At sign on table (s)</li><li>• kitchen area (multiple locations)</li><li>• Crane when in operation</li><li>• Tool shed</li></ul> <i>Hand soap and hand dryers/towels in:</i> <ul style="list-style-type: none"><li>• Upstairs bathrooms</li><li>• Downstairs bathrooms</li><li>• Kitchen hand washing basin</li></ul>
<b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b>	<i>Multiple opportunities to open windows and sliding doors</i>
<b>Ensure all members wear a face covering and/or required PPE, unless a lawful exception applies.</b>	<i>Volunteers to supply their own clean face masks and comply with current Victorian Health advice.</i>

<b>Guidance</b>	<b>Action to mitigate the introduction and spread of COVID-19</b>
<b>Provide information on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</b>	<i>Adequate display of posters showing correct use and correct hand hygiene.</i>
<b>Replace high-touch communal items with alternatives.</b>	<i>Contactless payment option. Designated person for opening up and lock up each day.</i>

<b>Guidance</b>	<b>Action to mitigate the introduction and spread of COVID-19</b>
<b>Cleaning</b>	
<b>Increase environmental cleaning ensure High touch surfaces are cleaned and disinfected regularly (at least twice daily).</b>	<i>Accredited cleaners to be used for cleaning of club house Designated person to clean high touch areas during operational days</i>
<b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b>	<i>Paper towels and alcohol solution as well as wipes and gloves. 60% Alcohol content min in products</i>

<b>Guidance</b>	<b>Action to mitigate the introduction and spread of COVID-19</b>
<b>Physical distancing</b>	
<b>Ensure that all members keep min 1.5 m</b>	<i>Promote social distancing use of information posters</i>
<b>Establish a system that ensures members are not mixing across volunteer roles</b>	<i>Volunteers assigned a duty / role</i>
<b>Establish a system to screen members and visitors before accessing the club house.</b>	<i>Self declaration on arrival at the club with QR code</i>
<b>Configure communal areas so that there is no more than one person per four square meters of enclosed space, and people are spaced at least 1.5m apart. Also consider installing screens or barriers.</b>	<i>Utilise outside areas for briefing and end of day prizegiving Limit kitchen access. Use external window at the kitchen as servery</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Use floor markings to provide minimum physical distancing guides between areas that are likely to create a congregation of members.</b></p>	<p><i>Use tape to mark distancing at the kitchen servery window. Mark floor and bench in tower for distancing. Remove chairs in committee room to prevent overcrowding Use chalk on the decking areas</i></p>
	<p>N/A</p>
<p><b>Minimise the build up of members waiting to launch and retrieve boats</b></p>	<p><i>Maintain social distance where possible. Rostered members only to assist at crane.</i></p>
<p><b>Provide information to members on physical distancing expectations while sailing and socialising.</b></p>	<p>Verbal reminders to members and guests, awareness of distance and expectations.</p>
<p><b>Review delivery protocols to limit contact between delivery drivers and staff.</b></p>	<p>TBA</p>
<p><b>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</b></p>	<p><i>Rosters appropriate to workload and environment.</i></p>
<p><b>Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the 'four square metre' rule.</b></p>	<p><i>Signs to be placed appropriately</i></p>

Guidance	Action to ensure effective record keeping
<p><b>Record keeping</b></p>	
<p><b>Establish a process to record the attendance of members and visitors. This information will assist the committee to identify close contacts.</b></p>	<p><i>Use of QR code sign in system</i></p>

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
<p><b>PLAN FOR UNWELL PERSON WITH COVID SYMPTOMS</b></p>	<p>The overall aim for a person who becomes unwell with COVID like symptoms is to move them to the beach in front of DBYC and arrange for their evacuation.</p> <p>This includes, but is not limited to: a person sailing, in a race management or support boat.</p> <p>Unwell person:</p> <ul style="list-style-type: none"> <li>• Notify Race Management that person is unwell (verbally or by radio)</li> <li>• If on water, return to shore</li> <li>• <i>Go to the beach in front of the clubhouse at a social distance away from others.</i></li> </ul> <p>Race Management:</p> <ul style="list-style-type: none"> <li>• <i>Notify Safety Tower that unwell person is returning to shore</i></li> </ul> <p>Safety Tower:</p> <ul style="list-style-type: none"> <li>• Arrange for assistance for person returning to shore (at ramp or crane)</li> <li>• Check there is a socially isolated space on the beach for unwell person</li> <li>• Contact carer/next of Kin to arrange removal of unwell person</li> <li>• Assist the unwell person to leave the club for testing</li> </ul>
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p><i>Ensure site is left in a safe and secure state at end of each operational day.</i></p>
<p>Prepare to assist DHHS with contact tracing and providing member and visitor records to support contact tracing.</p>	<p><i>QR code sign in system CCTV to be reviewed if known contact was at club</i></p>
<p>Prepare to undertake cleaning and disinfection at your club premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<p><i>Contract cleaners as required. Access to club rooms limited Canteen servery thru outside window</i></p>
<p>Prepare for how you will manage a suspected or confirmed case in a member or guest.</p>	<p><i>If person is at the club and becomes unwell: the person is to move onto the beach area in front of the club ready to plan their evacuation. Determine when and where suspected person had been at club. Send member /guest for covid testing if not already done. Quarantine areas of contact Advise all others present, if appropriate, send everyone home.</i></p>
<p>Prepare to notify members and site visitors of a confirmed or suspected case.</p>	<p><i>Key persons to download contact list of those present Quarantine signs to be erected. At external entry points of club Disable fob entry at external entry points?? Cleaners advised</i></p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your club rooms.</p>	<p>Not sure if this is worksafe TBC when opening clubs guidance is received If confirmed, prepare short document with details ready for notification. EG time, date, location and access to lists.</p>

<b>Guidance</b>	<b>Action to prepare for your response</b>
<b>Confirm that your workplace can safely re-open and workers can return to work.</b>	<i>Cleaning completed, any additional restrictions to be imposed.</i>