

COVID-19 SAFETY OFFICER POSITION DESCRIPTION

OVERVIEW

To keep sailing safe for staff, members and event/course participants Australian Sailing strongly recommends that Clubs and Centres appoint a COVID-19 Safety Officer to implement a safe return to sport as per the State Government regulation and [Australian Sailing Discover Sailing Centre Operating Standards & Guidelines](#). This Position Description outlines the role of the COVID-19 Safety Officer who has the primary responsibility to plan, implement and monitor the return to sailing guidelines to prevent virus infection and spread.

SCOPE OF POSITION

- **Aim:** to maintain a COVID-19 safe environment for sailing staff, event/course participants and members.
- **Role:** to be responsible for abiding by the COVID-19 State Government regulation and ensuring that the [Australian Sailing Discover Sailing Centre Operating Standards & Guidelines](#) are followed.
- **Reports to:** Commodore, CEO or General Manager.

EXPERIENCE REQUIRED

The COVID-19 Safety Officer must maintain an excellent understanding of the COVID-19 State Government regulation (as they may be amended over time) as well as [Australian Sailing Discover Sailing Centre Operating Standards & Guidelines](#) in order to firmly implement them without exception.

DUTIES

The COVID-19 Safety Officer is responsible for overseeing club operations to ensure sailing remains safe for staff, event/course participants and members. Specific tasks include:

1. **Staff / Volunteers / Members / Customers**
 - a) Create Club/Centre COVID-19 protocols which are aligned with COVID-19 State Government regulation and [Australian Sailing Discover Sailing Centre Operating Standards & Guidelines](#).
 - b) Ensure all staff / volunteers are trained in the Club/Centre COVID-19 protocols.
 - c) Ensure all staff / volunteers / members / customers do not attend the club if feeling unwell.
 - d) Ensure all communication to members and customers is correct and in line with the club/centre COVID-19 procedures.
 - e) Ensure all staff / volunteers / members / customers are educated in the Club/Centre COVID-19 protocols and how they might affect their interaction with other people and Club/Centre facilities.
 - f) Monitor that all Staff / Volunteers / Members / Customers are following the Club/Centre COVID-19 protocols.
2. **Entry / Exit and Movements Within Venue**
 - a) Oversee and implement mandatory exclusions (e.g. those with an active viral illness).

- b) Give warnings of COVID-19 risk (e.g. over 65yo or chronic illnesses).
- c) Ensure the number of people in the venue complies with the COVID-19 State Government regulation.
- d) Record contact details of people entering the Club/Centre for contact tracing purposes.
- e) Enforce restrictions in relation to social distancing and gatherings as per COVID-19 State Government regulation.
- f) Implement clear guidance for smooth movement of attendees within the venue that facilitate social distancing.

3. Training Courses and Sailing

- a) Ensure hygiene measures are in place pre, post and during sessions.
- b) Ensure officials, instructors and coaches follow the [Australian Sailing Training/Sailing checklist](#).
- c) Ensure checks are in place to ensure participants are free of COVID-19 symptoms.
- d) Ensure emergency procedures are in place for people who present to training/sailing with COVID-19 symptoms (e.g. fever or respiratory symptoms such as cough, sore throat and shortness of breath).
- e) Manage non-compliance participants (including removal from venue).

4. Facility management

- a) Ensure COVID-19 venue signage is in place.
- b) Document cleaning status and activity (e.g. toilets and change rooms).
- c) Ensure social distancing at Café, Restaurant, Canteen, etc.
- d) Ensure the agreed cleaning schedule of facilities and of high contact surfaces is constantly maintained.
- e) Ensure any physical barriers, line markings or traffic directional signage are in their correct locations and that they are being adhered to.

5. Equipment

- a) Create procedures to minimise sharing of equipment.
- b) Ensure that any shared equipment is cleaned after each session.

6. Review, Update & Report

- a) Periodically review the effectiveness of the COVID-19 Club/Centre protocols and amend, update and/or improve as necessary.
- b) Advise the Committee/Board of your organisation on the effectiveness of the Club/Centre COVID-19 protocols and seek assistance where required.
- c) Assist your Organisation (operationally) to safely ramp up activity through the three phases of the Australian Government's "Roadmap to a COVIDSafe Australia" and as permitted by the relevant State or Territory government.
- d) Act as the contact point for your Organisation's members and participants – particularly around questions relating to return to sport and the actions your Organisation has taken to be COVIDSafe – and other relevant stakeholders (including Government, Public Health and other Authorities, Clubs, Associations, State and National Sporting Organisations).