

The Boatshed – COVIDSafe Plan

Operating Procedures Appendix



Current version as of restrictions 19 October 2020.

Date	Version	Reviewers	Actions
6/09/2020	2.0	A. Gristwood, G. Wall	Update in line with 19 October 2020 restrictions.

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Introduction

We must all do our part to prevent the spread of COVID-19, in turn allowing us to participate in the activities that we are lucky enough to enjoy.

This appendix outlines the temporary additions and modifications to, and should be read in conjunction with, The Boatshed's 2020-2021 Operating Procedures to mitigate the risks posed by COVID-19.

It has been prepared in accordance with current Victorian Government restrictions and guidelines, and Australian Sailing's approved Return to Sailing in a COVID Safe Environment document, with consideration to Sport Australia's Return to Sport Toolkit.

Online training for staff and volunteers to complete

Play by the Rules: COVID-19 (CORONAVIRUS): WHAT IT IS, HOW TO PREVENT SPREAD

10min online module: <https://pbtr.ausport.gov.au/q/PBTRCV1900>

Staff and volunteers to email completion confirmation to info@theboatshed.net.au.

Health considerations

Staff, volunteers, and participants should **stay home and not attend** if:

- you are feeling unwell with possible coronavirus (COVID-19) symptoms including:
 - Fever
 - Chills or sweats
 - Cough
 - Sore throat
 - Shortness of breath
 - Runny nose
 - Loss or change in sense of smell or taste<https://www.dhhs.vic.gov.au/getting-tested>
- you are feeling unwell, even if you have tested negative for coronavirus (COVID-19) – any spread of sickness puts our operations at risk if staff become unwell and must stay home and get tested.
- you have been diagnosed with coronavirus (COVID-19) and have not yet been cleared by health officials to stop isolating.
- you have been in contact with a coronavirus (COVID-19) case.
- you have been directed to isolate.
- you have returned from overseas in the last 14 days.
- you do not feel comfortable, including being in an at-risk category.

Staff, volunteers, and participants are encouraged to:

- get the flu vaccination and download the COVIDSafe app.

Personal Hygiene

Everyone should ensure good personal hygiene which is critical for stopping the spread.

Wear a face covering

- For those 18 years old and under, masks must be worn on land at all times.
- For those 19 years old and over, masks must be worn on land at all times, as well as at all times on the water unless sailing single-handed or with someone from your place of residence.
- We recommend bringing two well-fitting, reusable cloth face masks, as well as resealable bags for when not in use.

Wash your hands

- Wash your hands regularly with for at least 20 seconds, using soap and water or a hand sanitiser that contains at least 60 percent alcohol.
- Wash your hands when you get home, arrive at other people's homes, or arrive at work.
- Wash your hands after blowing your nose, coughing, sneezing.
- Wash your hands regularly before, during and after a session.
- Wash your hands before and after eating, and after going to the toilet.

Other actions

- Cover your nose and mouth with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your upper sleeve or elbow. Dispose of tissues properly.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid touching shared objects/surfaces except where necessary.
- Do not share drink bottles, crockery, cutlery or towels.
- Clean and sanitise frequently used objects including mobiles, keys and wallets.

Facility Access

- Everyone should arrive ready to sail and be prepared to go home to change afterwards.
- To minimise risk, facility access is only permitted for staff and volunteers, where essential.
- Changing rooms remain closed except for toilet and medical access.
- To limit facility visitors, anyone wishing to speak to our staff should call 03 9088 7207, email info@theboatshed.net.au or speak to one of our staff already outside. We can then arrange a physically distanced outdoor conversation.
- All staff, volunteers and visitors to sign in via <https://www.sailing.org.au/surveys/1496/>.
- All participants are instead pre-registered in revSPORT with attendance recorded by the instructor on the day through the sign on sheet available in Google Drive folder.

Entry, exit and use of indoors

- Entry to building by the large glass door next to the café entrance.
- Exit via the door into the yard and out the gate on the east side of the yard, except for wheelchair access which should instead use the large glass door.
- Only one person is permitted in the instructor office at a time, for essential access only.
- Maximise indoor airflow with open doors and windows or air conditioners set to fresh air.
- Comply with displayed enclosed space capacities, in accordance with the 4m square rule.

Yard and boat access

- Access to the yard is permitted for staff or volunteers only, except where it is used as a building exit for participants.
- Access to all equipment in the yard should be by an instructor of that session only, with one handling any part of the equipment. Handled areas of boat and trolley should be cleaned in accordance with the cleaning protocol prior to another person touching it.

Physical Distancing

It is everyone's responsibility to maintain physical distancing requirements including staff, volunteers, participants and spectators.

- Physical distancing of 1.5m maintained at all times while onshore.
- When attending training sessions, ensure a distance of 1.5 metres is kept between yourself and others.
- Split the group for any onshore demonstrations where there is more than one instructor.
- No inside sessions or briefings. If weather is inappropriate for outdoors, we will cancel.
- Staff and volunteers should not be in close proximity to each other (for example in the office), or in close proximity to participants.
- Single handed sailing only for those 19 years old and over, except where participants are members of the same household.

Reduce risk of transmission in vehicles

- Staff, volunteers and participants should avoid travelling in the same vehicle as others who don't live in the same household, where possible.
- Wear a mask or face covering.

- Vehicle air-conditioning should be set to fresh air



Pre-session

- Staff, volunteers and participants should arrive ready to work/sail and be prepared to go home to change. There is no access to the facility or changing rooms except for essential equipment and essential toilet and medical purposes.
- All volunteers to complete a COVID-19 health screening declaration form.

Participant communication prior

- Arrive ready to sail and be prepared to go home to change. There is no access to building or changing rooms except toilet and medical purposes.
- Participants will be directed to our COVID Information page at every stage of registration.
- Participants will be reminded by email of important measures, including not to attend if unwell, prior to the first session, and before subsequent sessions if the situation changes.
- There will be continuous reminders of COVIDSafe measures by staff, posters and social media.

Before commencing set up

- Anyone who appears to be visibly unwell should be directed go home and seek medical advice.
- Lead Instructor to ensure everyone has completed induction of this document.
- Instructors to consult **Boatshed Sail Training Checklist**.
- If multiple staff and volunteers, delegate tasks to ensure physical distancing and no double handling of equipment.
- Allocate instructors their equipment including RIBs
- Allocate participants to training boats prior to their arrival and assign a designated “sailing buddy”, where applicable.
- Weather should be monitored with a more cautious approach than usual to reduce the likelihood of intervention being required.

Equipment

- RIBs should be accessed by only staff/volunteers, with one person handling each part (eg. Trolley handle, painter), and the allocated user of that RIB being the only one to handle it.
- Any RIB should be used only by one staff member/volunteer unless cleaned in accordance with cleaning protocol in between users.
- Access to Pacers, Hansas and Optis in the yard should be by the instructor of the session/group, with the handled areas of the boat and trolley disinfected before use by another individual. Likewise, after participants use the boat, it must be disinfected before being put back in the yard.
- Pacer covers should be removed in the yard by the instructor allocated to those boats.
- Hansa rigging should be completed by the instructor/volunteer with common touch areas disinfected according to cleaning protocol prior to participant use.
- Set out equipment so that groups of people in any one area do not exceed 10, excluding staff and volunteers.
- Set out equipment within designated zones for each group and with sufficient space enable physical distancing of 1.5m at all times while onshore and launching.

During the session

At the start of the session

- Ensure all participants are registered on-arrival with instructor
- Instructor to complete sign on/off sheet online in GOOGLE DRIVE
- Instructors to remind everyone to not participate if unwell.
- An individual who **presents at the start of the session** while visibly unwell (including but not limited to staff, volunteers, and participants):
 - if an adult, should be directed to not participate and to seek medical advice.
 - if under 18, should be removed from the activity and moved to the **HOOPER ROOM** separate from all others, with parent/guardian or emergency contact notified with advice to seek medical advice.
- In addition to the above steps, if someone **becomes unwell or develops symptoms** during the session, they should first be removed from the activity and moved to the **HOOPER ROOM** separate from all others. **Follow suspected or confirmed case steps outlines in Appendix A.**
- Remind everyone of personal hygiene and provide handwashing opportunities.
- Remind everyone to maintain 1.5m physical distancing.
- Remind everyone to not share drink bottles, towels etc.
- Allocate participants an appropriately sized lifejacket on arrival to reduce double handling.
- Allocate equipment to participants.

While onshore

- Always maintain 1.5m physical distancing.
- All activities should be appropriate to maintain physical distancing.
- Ensure equipment is not shared during the session.
- Ensure number of people in one area does not exceed 10, excluding staff/volunteers.
- Pacer rigging should be completed by the participant with close (physically distanced) supervision by instructors/volunteers within the designated zones.
- Opti rigging should be completed by the participant with close (physically distanced) supervision by instructors/volunteers.

While on-water

- Set buoys to allow maximum distancing and separation between boats, and other groups.
- Maintain 1.5m physical distancing, where practicable.
- Safety boats to come alongside training boats to leeward or grab painter.

At the end of the session

- Remind everyone to maintain 1.5m physical distancing.
- Pacer derigging should be completed by the allocated participant(s) with close (physically distanced) supervision by instructors/volunteers within the designated zones.
- Pacer covers put on post-session in yard by instructor.
- Opti derigging should be completed by the participant(s) with close (physically distanced) supervision by instructors/volunteers.
- Hansa derigging in post-session.
- Remind everyone of personal hygiene and provide handwashing opportunities.
- Participants should go home to change.

Post-session

- Maintain 1.5m physical distancing.
- Maintain personal hygiene and encourage regular handwashing.
- If multiple staff and volunteers, delegate tasks to ensure physical distancing and no double handling of equipment.
- Consult and complete **Sail Training checklist**.
- Hansa common touch areas must be disinfected according to cleaning protocol prior to derigging by the instructor/volunteer
- Handled areas (dolley handle etc) of Pacers, Hansas and Optis should be disinfected after participants use the boat, prior to being returned to the yard by the instructor of the session/group for cleaning according to the cleaning protocol.
- RIBs should be returned to the yard for cleaning by staff/volunteers only, with one person handling each part (eg. Trolley handle, painter). The allocated user of the RIB should be the only one to handle the RIB. RIBs must be cleaned and disinfected once in the yard according to the cleaning protocol.
- Ensure that cleaning protocols are adhered to including disinfecting:
 - Training boats
 - Participant PFDs
 - RIBs
 - Instructor VHF radios and lifejackets
 - downstairs building common touch points (door handles, light switches, bathrooms etc.)
- Staff and volunteers should go home to change. There is no access to building or changing rooms except toilet and medical purposes.
- Records to be kept for minimum 28 days including session checklists, participant sign on sheets, volunteer and staff contact details.

Cleaning Protocol

Background information

How COVID-19 is transmitted

- Commonly COVID-19 spreads through close contact with an infected person and is typically transmitted via respiratory droplets (produced when an infected person coughs or sneezes).
- It can survive on surfaces, depending on the type of surface and the ambient temperature. Less likely than droplet transmission but possible, someone may acquire the infection if they touch a contaminated object or surface, then touch their mouth, nose or eyes.

Importance of cleaning your hands regularly

- Soap and water should be used for hand hygiene when hands are visibly soiled. Use an alcohol-based hand rub at other times (for example, when hands have been contaminated from contact with environmental surfaces).
- Cleaning hands also helps to reduce contamination of surfaces and objects that may be touched by other people.
- Avoid touching your face, especially their mouth, nose, and eyes when cleaning.
- Always wash your hands with soap and water or use alcohol-based hand rub before putting on and after removing gloves used for cleaning.

Cleaning and disinfection

Cleaning means physically removing germs, dirt and organic matter from surfaces. Cleaning alone does not kill germs, but by reducing the numbers of germs on surfaces, cleaning helps to reduce the risk of spreading infection.

Disinfection means using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs that remain on surfaces after cleaning, disinfection further reduces the risk of spreading infection.

Cleaning before disinfection is very important as organic matter and dirt can reduce the ability of disinfectants to kill germs.

Use of personal protective equipment (PPE) when cleaning

Gloves are provided and should be used when cleaning and disinfecting. Always follow the manufacturer's advice regarding use of PPE when using disinfectants.

How to clean and disinfect

- 1) Wear gloves when cleaning and disinfecting. Use of eye protection, masks and gowns is not required when undertaking routine cleaning.
 - a) Disposable gloves will be provided and should be discarded after each clean.
 - b) Clean hands immediately after removing gloves.
- 2) Thoroughly clean surfaces using detergent (soap) and water.
- 3) Apply disinfectant to surfaces using provided spray bottle, disposable paper towel or cloth.
- 4) Ensure surfaces remain wet for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes.

A one-step detergent/disinfectant product may be used as long as the manufacturer's instructions are followed regarding dilution, use and contact times for disinfection (that is, how long the product must remain on the surface to ensure disinfection takes place).

What to clean and disinfect, and when

Routine cleaning and disinfection

All frequently touched surfaces should be cleaned and disinfected at a **minimum of twice daily**, at the start and end of the day, in addition to in between any different groups. Examples include: tabletops, door/cupboard handles, light switches, desks, toilets, taps, remotes, kitchen surfaces.

All equipment should be cleaned and disinfected in between users including:

Trolley handles	RIBs, Pacers, Optis, Hansas, WindSUPs	Lifejackets	Instructor equipment
(or areas handled when moving boats) Disinfect between individual handlers	1. Wash with soap and water 2. Rinse and dry 3. Disinfect with spray container with bleach solution	1. Dunk and soak in soap and water 2. Rinse and dry 3. Disinfect with spray container with bleach solution 4. Hang to dry 5. Don't use until next day.	(eg. Radios, whiteboards, markers, etc.) Wipe to disinfect with spray container with bleach solution.

In the event of a suspected or confirmed case

Refer to section below “Steps to take if a participant or staff member is suspected or confirmed to have COVID-19”.

Choice, preparation and use of disinfectants

Use disinfectants that claim **antiviral activity** (can kill viruses). Chlorine-based (bleach) disinfectants are a product that is commonly used. Other options are common household disinfectants or alcohol solutions with at least 70% alcohol (eg. methylated spirits). Follow the manufacturer's instructions for appropriate dilution and use. Table 1 below provides dilution instructions for bleach solutions.

Chlorine dilutions calculator

Household bleach varies in strength with the concentration of the active ingredient (hypochlorous acid) on the product label.

Table 1. Recipes to achieve a 1000 ppm (0.1%) bleach solution

Original strength of bleach		Disinfectant recipe		Volume in standard 10L bucket
%	Parts per million	Parts of bleach	Parts of water	
1	10,000	1	9	1000 mL
2	20,000	1	19	500 mL
3	30,000	1	29	333 mL
4	40,000	1	39	250 mL
5	50,000	1	49	200 mL

For other concentrations of chlorine-based sanitisers not listed in the table above, a dilutions calculator can be found on the [department's website](#).

Management of linen, crockery and cutlery

If items can be laundered, launder them in accordance with the manufacturer's instructions using the warmest setting possible. Dry items completely. Do not shake dirty laundry as this may disperse the virus through the air. Wash crockery and cutlery in a dishwasher on the highest setting possible. If a dishwasher is not available, hand wash in hot soapy water.

Steps to take if a participant or staff member is suspected or confirmed to have COVID-19

The Boatshed and AS Victorian Office

1. **Isolate:** Remove the person from others. SafeWork Australia recommends giving the person a surgical mask, if possible. Quarantine in the relevant room as per the Boatshed procedures.
2. **Inform:** Contact the Victorian Regional Manager - Gavin Wall, who will in turn inform David Edwards and the state health authorities (by calling the **Victorian COVID-19 hotline on 1800 675 398**) and follow the advice of health officials. Depending on the situation, authorities may give specific advice.

Should a staff member, independent contractor, employee of the independent contractor, or self-employed person receive a confirmed COVID-19 diagnosis and have attended the workplace during the infectious period, then [Worksafe Victoria](#) must be immediately notified on **132360**.

3. **Transport:** Ensure the person has transport, either to their home where they can isolate or to a medical facility. This must be in a private vehicle to minimize exposure to others. They should **NOT** use public transport
4. **Clean:** Close off the affected areas and do not let others use or enter them until they have been cleaned and disinfected. Contact the SSC's contracted cleaner to conduct a deep clean (**Noel Tracey 0402 838654**). Open outside doors and windows if possible, to increase air flow.

All areas, for example offices, bathrooms, common areas and equipment or [PPE](#) that were used by the person concerned must then be thoroughly cleaned and disinfected. For further information on how to clean and disinfect [CLICK HERE](#)

5. **Identify:** Find out who at the workplace had close contact with the infected person (including up to 48 hours before they first started experiencing symptoms). This information can be found through the office attendance register and the course attendance sheets. *Close contact means anyone who has been face-to-face for at least 15 minutes with the infected person or has been in the same space as them for two hours.*

Those employees/ participants should then be sent home to isolate and get tested. If the infected employee/ participant had contact with large parts of the workplace, all employees/ participants may have to self-isolate for 14 days.

All AS staff members must get a COVID test and remain in isolation until they have the results- regardless of whether they are displaying any symptoms.

6. **Review:** Review COVID-19 risk management controls, in consultation with all staff and David Edwards, and assess and decide whether any changes or additional [control measures](#) are required.

Acknowledgement

I, _____ acknowledge that I have read and will abide by the Boatshed COVIDSafe Plan Operating Procedures Appendix, and completed the listed training.

NAME: _____

SIGNATURE: _____

DATE: ____ / ____ / ____

DRAFT