



Sandringham Yacht Club COVIDSafe Plan

1 October 2020
V3.

Contents

- Introduction
- SYC Guiding Principles
- COVID Team
- Government Regulations
 - Victorian Restrictions
 - On-Water Regulations
 - Hospitality Guidelines (Food & Beverage Outlets)
 - Marina and Boat Yard Guidance
- Communications
- Staff Training and Inductions
- Planning for a COVID Diagnosis at SYC
- Appendix
 - Government Template (action to mitigate COVID-19)
 - Staff Health Questionnaire
- Onsite Signage
 - Protect Yourself and Others
 - Hand Washing
 - Slowing the Spread
 - Let's Keep 1.5m apart
 - Simple Steps to Stop the Spread
 - Sneezing and Coughing
 - Protect our Health System

Introduction

The COVID-19 outbreak continues to be a rapidly evolving situation that presents a number of complex challenges for SYC and the wider community. The information within this document provides a guideline for our internal service offering and decision-making.

We have a wide range of unique considerations and the club will use risk assessment tools and processes to make the most effective decisions. The health and safety of our members, volunteers, customers and staff will be the number one priority at all times. All necessary measures are being taken in a bid to be COVID-secure and reduce the risk of infection from COVID-19 to members, volunteers, staff and visitors in accordance with current Government guidance.

The effective eradication of COVID-19 relies on people taking individual and collective responsibility. It is the club's role to facilitate our service offerings safely and in line with Government guidance and to remind our Members and all stakeholders of their individual responsibility so they can make informed choices.

The Victorian Government will continue to issue phased plans and measures. As they are evolving so rapidly, we will not duplicate the detail within this plan; rather we will provide direct links to the current regulations. The CEO will be responsible for communicating this information to SYC stakeholders.

On an ongoing basis, we will carefully review any industry specific guidance that affects boating activities, such as advice for the sport and hospitality sectors, as well as paying particular attention to any guidance for specific sections of our community.

→ All current SYC information related to the coronavirus and how it directly relates to our facility is available by visiting our dedicated Coronavirus webpage <https://syc.com.au/coronavirus/>

SYC Guiding Principles

These are SYC guiding principles that underpin our decision-making. We have and will encourage all internal decision makers to use these principles to inform their own decisions during the COVID-19 period.

- 1) We will always follow Government advice - The COVID-19 preventative measures are vital to protecting health and wellbeing. We all have a role to play by following the Government guidelines
- 2) Regarding on-water activities we will follow Australian Sailings advice in line with the regulations
- 3) We will take a take a considerate and conservative approach
 - Considerate: be mindful of the potential impact on SYC stakeholders
 - Conservative: help to minimise risk by taking a conservative approach to our service offerings

COVID Team

SYC has appointed a COVID-19 task group to make decisions related to activities, operations and implementing the relevant regulations. Policy matters will be presided over by General Committee.

The task group comprises:

CEO Richard Hewett / Facility & Operations Manager Paul Corfield / Finance Manager Helen Tetlow

They will:

- Recommend policies to the Executive and General Committee identifying how the Club will operate under the restrictions of the day
- Oversee the implementation of SYC service offering in line with those policies
- Communicate all relevant information to SYC stakeholders
- Provide staff (and where relevant, stakeholder) training
- Review policies and operations and progress or retract them in line with the regulations of the day

Government Regulations

Victorian Restrictions

The current restriction levels are regularly updated on the Victorian Government website

→ [Click here to view the current restriction levels.](#)

As SYC service offering is across several industry sectors, the relevant information tabs are

- Restaurants, cafes, bars, pubs and nightclubs
- Community facilities
- Sport & exercise
- Entertainment and culture
- Religion and ceremony
- Transport

On-Water Regulations

SYC will continue to be guided by the interpretation Australian Sailing make of the relevant guidelines of the day pertinent to our on-water services including racing and training. As these progress or retract, we will respond.

→ [Click here to go directly to Australian Sailing's COVID-19 Information Hub](#) – you will find the most relevant links to information and support for clubs as well as an archive of COVID-19 related news stories and updates.

→ SYC will provide direct and current links to the Australian Sailing COVID guidance on our Coronavirus web page <https://syc.com.au/coronavirus/>

Hospitality Guidelines (Food & Beverage Outlets)

Our Food and Beverage outlets will operate in line with the industry guidelines as set out by the Chief Health Officer.

These evolve and set out the following important key information:

- General Planning
- Environmental Issues including cleaning
- Floorplans and patron limits
- Staff and training
- Patron numbers
- Compliance matters

At every step of the guidelines SYC will interpret the hospitality guidelines as these will set out important key information not limited to the following:

- No. of persons per enclosed room
- Density requirement of the day – how many people per square metre
- Space requirements in-between tables
- Max no. of patrons per table
- Service model
- Booking requirements for contact tracing

Marina and Boat Yard Guidance

SYC will take advice from Government through the Boating Industry Association and Better Boating Victoria (Department of Transport) as it pertains to our boat yard and marina operations.

Communications

SYC has a wide range of stakeholders. We will communicate our service offering and COVID measures clearly, accurately and (we will do our best to deliver it) in a well-timed manner on a wide range of platforms.

This will comprise communications via email, website, social media, podcasts, via onsite signage, verbally and in-person onsite at SYC.

→ All current SYC information related to the coronavirus and how it directly relates to our facility is available by visiting our dedicated Coronavirus webpage <https://syc.com.au/coronavirus/>

We will provide updates as necessary; seek feedback, listen and respond.

We will emphasise the importance of the actions we are taking and the impact we know it will have on members, staff and volunteers.

We will use signage extensively and various examples are included within this document. We will encourage everyone to stay safe, recognise the risks, whilst asking them to follow the club's new policies or procedures.

Staff Training and Inductions

Staff safety and wellbeing is paramount. Processes are in place including inductions, information and training.

All SYC staff have completed the Government training requirement – Operating a hospitality business in a COVID-19 environment. This covers; Understanding COVID-19 / Workplace health and safety in a COVID-19 environment / Preparing the business for operations & Operating the business.

Staff have been provided with an instructional video on how to properly wear a face mask (Dr. Brett Sutton).

Prior to every shift, staff have been asked to run through the list of questions on the Vic. Government COVID Staff Health Questionnaire to ensure they have no symptoms. A thermometer is also available onsite for temperature checking.

General inductions have been provided to staff explaining it is the responsibility of every individual to help reduce risks by following the guidelines and rules, including conducting pre-shift health checks, reading and understanding the information provided and adhering to rules to reduce intermixing between staff and patrons where possible.

Processes have been set out for staff that deal with the arrival at work, use of change/shower facilities, personal hygiene and professional appearance, sanitising of hands before entering shared zones, working through the Victorian Government's Staff Coronavirus (COVID-19) Health Questionnaire before each shift and the supply of reference materials on how to help prevent the spread and reduce our risk of the virus..

Additionally, staff have been advised and educated on symptoms, the requirement to stay at home if unwell, the use of work areas, shared workstations and the reporting requirements should it become known they have been in close contact* with a confirmed case of coronavirus (COVID-19)

* A close contact is someone who has spent greater than 15 minutes face-to-face, cumulative, or the sharing of a closed space for more than two hours, cumulative, with a confirmed case of coronavirus

Area specific inductions have been completed for our respective trading areas in food and beverage both front and back of house, boating, waterfront and administration.

Planning for a COVID Diagnosis at SYC

In preparation for, or in a bid to avoid a potential coronavirus (COVID-19) outbreak amongst patrons or staff at SYC, we have the following measures in place:

- For staff we maintain accurate records of all work rosters (to identify who has been in close proximity with one another during a shift).
- We record all patrons who come into the Clubhouse and a list of all attendees at any training programs we run.
- Staff and Members are advised to stay away from the Club if unwell.
- Staff know if they develop symptoms at work, such as fever, cough, sore throat or shortness of breath, they should leave the workplace and seek medical advice.
- If a staff or Club member does test positive for coronavirus at SYC, we will treat their condition with understanding and compassion. We will check in on their wellbeing regularly during self-isolation and monitor their mental health.
- Member attendance onsite is tracked through our key access system
- Tenants are required to record all onsite guests and contractors are required to sign in

What will we do if a staff member, Member or guest tests positive for coronavirus?

- We understand if anyone who is a confirmed case of coronavirus (COVID-19) and they have been at SYC whilst they are infectious, then the Department of Health and Human Services (DHHS) will contact us.
-

We will then implement the following steps:

- We will consult with DHHS on whether the Club is required to close for a short period to facilitate cleaning and enable contact tracing
- We will determine what areas of the Club were visited, used, or impacted by the infected person
- We will clean and disinfect all areas that were used by the confirmed case (for example, bar, Off the beach, offices, bathrooms and common areas)
- We will close off the affected area before cleaning and disinfecting
- We will open outside doors and windows to increase air circulation and then commence cleaning and disinfection

- We will fully sanitise all areas of the site, paying particular attention to high touch areas. SYC will remain closed until this is completed

Furthermore, the DHHS may request information from us to assist with contact tracing and we will make this freely available. DHHS will contact anyone who is identified as a close contact of the case.

SYC will then work with DHHS to ensure that all appropriate preventative measures have been taken prior to reopening the Club.

Any person who tests positive for coronavirus (COVID-19) know they should remain in home isolation until they have been notified by DHHS that they are no longer required to isolate and have met its criteria for release. The person should follow DHHS guidance and the SYC policy.

Those who are determined as close contacts of a person with coronavirus should not come to SYC for 14 days after their last close contact and must quarantine themselves. During quarantine, they should watch for symptoms and seek medical assessment and testing if they become symptomatic.

If multiple staff are directed to be quarantined, and this affects operational capacity, the Club will need to consider its ability to trade in the respective areas. We will also assess the need to dispose of raw materials (especially fresh ingredients), any work in progress, or short shelf-life stock to ensure food safety is maintained.

We will respect the privacy of people with a confirmed case of coronavirus and treat their condition with understanding and compassion. If a staff member is isolating, we will check in on their wellbeing regularly and monitor their mental health.

COVIDSafe plan

Sandringham Yacht Club

Our COVIDSafe Plan

Business name:	Sandringham Yacht Club
Site location:	11 Jetty Road Sandringham VIC 3191
Contact person:	Richard Hewett
Contact person phone:	0419 886 799
Date prepared:	7 August 2020

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.	Hand sanitisers are available for use on entering the clubhouse (both front and back of house) and the marina (ken king centre). Hand soap and paper towels are available in all SYC toilets (4 external) and (6 clubhouse) Signage is extensive Safety and environmental officers are responsible for ensuring sanitiser is available and monitoring usage and compliance where applicable.
Where possible: enhance airflow by opening windows and adjusting air conditioning.	Most Club activities are outside (open air environments). For the main clubhouse, air conditioners have been adjusted to provide fresh air
In areas or workplaces where it is required, ensure all staff wear a face mask and/or required PPE, unless a lawful exception applies. Ensure adequate face masks and PPE are available to staff that do not have their own.	All staff have been instructed to wear face masks. The vast majority wear personal masks and disposable ones are available for staff as well. All Members, contractors and tenants have been instructed to wear face masks or masks. Signage requiring face masks is posted around the Club. When operating front of house, staff wear disposable gloves.

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Provide training to staff on the correct use and disposal of face masks and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p>	<p>Training has been provided to all staff on good hygiene and slowing spread of coronavirus. Staff have been forwarded the video from the Victorian Chief Health Officer Dr. Brett Hutton on how to safely wear a face mask https://www.dhhs.vic.gov.au/face-masks-and-coverings-covid-19</p>
<p>Replace high-touch communal items with alternatives.</p>	<ol style="list-style-type: none"> 1. Internal doors are now kept open if trading 2. SYC has resorted to Members only (no public) 3. Office: Staff have personal workstations. If workstations are shared, there is a strict sanitising regime. 4. POS: there is a strict sanitising regime. 5. Yard equipment: there is a strict sanitising regime. 6. Kitchens: there is a strict sanitising regime

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p>SYC has very limited operational capacity at present and 4 staff onsite on any given day. If trading, staff are regularly cleaning hand rails and toilet doors etc Strict cleaning and sanitising of each shared work area occurs at least twice per day. Access to all areas of the club (car park, marina) is by personal fob (no touching of services required)</p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p>There is ample supply throughout the Club and additional supplies are available in the cleaners cupboards. The Facilities and Operation Manager monitors these and arranges replenishment as required. SYC engages a professional external cleaning company and supplier of cleaning materials to clean offices, the main clubhouse and all bathrooms and toilets.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all staff that can work from home, do work from home.</p>	<p>A thorough review has been conducted of all roles. All staff have been instructed not to come to work on site unless they are specifically rostered for roles that are can only be done on site.</p> <p>Consistent with this, under stage 4 lockdown our onsite staffing levels are at 10% of the norm.</p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p>There is only one work location. Staff are allocated only one role which is specified on the roster.</p>
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</p>	<p>Staff are advised not to come to work if unwell and there is no expectation from the Club they do so – we have advised it is our expectation they WILL NOT COME TO WORK</p> <p>Our safety / environmental officer checks each SYC employee on a daily basis to ensure they are in good health and each employee is asked to run through the following questionnaire prior to each shift</p> <p>https://www.business.vic.gov.au/_data/assets/pdf_file/0018/1903320/Staff-Coronavirus-COVID-19-Health-Questionnaire.pdf</p>
<p>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</p>	<p>The office workspace is already configured in this way and the rostering will ensure that these limits are adhered to.</p> <p>All employees have been inducted in social distancing measures, appropriate hygiene and wearing of face masks.</p>
<p>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</p>	<p>These are used where required. Room patronage limits are also signed.</p>
<p>Modify the alignment of workstations so that employees do not face one another.</p>	<p>As there will be one member of staff in each area this is already compliant. Rosters are compiled to maintain this.</p>
<p>Minimise the build up of employees waiting to enter and exit the workplace.</p>	<p>As above, only one or two staff per area will be rostered to ensure this does not happen.</p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</p>	<p>All staff have been inducted and trained in these measures.</p>
<p>Review delivery protocols to limit contact between delivery drivers and staff.</p>	<p>The majority of current deliveries are food only and they are 'drop and run'. Truck arrivals are via an intercom system with no face to face interaction.</p>
<p>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</p>	<p>Rosters have been started from scratch and are being produced according to this plan.</p>
<p>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.</p>	<p>The Club is 90% closed down and the public are not able to access any internal or gated areas.</p> <p>There is very clear venue signage.</p>

Guidance	Action to ensure effective record keeping
<p>Record keeping</p>	
<p>Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</p>	<p>Staff are rostered and records kept on file Members are tracked via key access – car park, marina, clubhouse (closed) Tenants are required to keep their own attendance records Contractors are required to sign in Clubhouse visitors are required to book</p>
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</p>	<p>Staff are fully trained in incident reporting.</p>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</p>	<p>As we are already working for the most part offsite, and 90% of the club trading areas are closed, the current plan is applicable, but a review will take place.</p>
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</p>	<p>The Facilities and Operations Manager has been designated to liaise as appropriate.</p>
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</p>	<p>Management will take DHHS advice and undertake appropriate cleaning and disinfection (using professionals) when and if required. The premises will be closed as required. As there are only limited operations, this can be done quickly and all parties can be contacted. Contact tracing lists will be compiled and made readily available.</p>
<p>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</p>	<p>Staff know if they develop symptoms at work, such as fever, cough, sore throat or shortness of breath, they should advise their manager and leave the workplace and seek medical advice. The situation will be considered with regards to determining appropriate subsequent steps.</p>
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case.</p>	<p>Registers and contact details are maintained and will be used for contact purposes.</p>
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</p>	<p>This is noted and will be done.</p>
<p>Confirm that your workplace can safely re-open and workers can return to work.</p>	<p>This is noted.</p>

Staff Coronavirus (COVID-19) Health Questionnaire



**Each staff member should complete this questionnaire before starting each shift.
Please provide your completed questionnaire to the shift manager to keep as a record.**

Staff name: _____

Date: _____ Time of shift e.g. 09:00-17:00: _____

Are you currently required to be in isolation because you have been diagnosed with coronavirus (COVID-19)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you been directed to a period of 14-day quarantine by the Department of Health and Human Services as a result of being a close contact of someone with coronavirus (COVID-19)?	<input type="checkbox"/> YES <input type="checkbox"/> NO

If you answered YES to either of the above questions you should not attend work until advised by the Department of Health and Human Services that you are released from isolation or until your 14-day quarantine period is complete.

If you answered **NO** to the above questions, proceed to the symptom checklist below.

Are you experiencing these symptoms?

Fever (If you have a thermometer, take your own temperature. You are considered to have a fever if above 37.5°C)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Chills	<input type="checkbox"/> YES <input type="checkbox"/> NO
Cough	<input type="checkbox"/> YES <input type="checkbox"/> NO
Sore throat	<input type="checkbox"/> YES <input type="checkbox"/> NO
Shortness of breath	<input type="checkbox"/> YES <input type="checkbox"/> NO
Runny nose	<input type="checkbox"/> YES <input type="checkbox"/> NO
Loss of sense of smell	<input type="checkbox"/> YES <input type="checkbox"/> NO

If you answered **YES** to any of the above questions you should not enter your workplace (or should leave your workplace). Tell your employer, go home, and get tested for coronavirus (COVID-19).

If you answered **NO** to all the above questions, you can enter your workplace.

If you develop symptoms, stay at home and seek further advice from the 24-hour coronavirus hotline 1800 675 398 or your general practitioner.

You are encouraged to download the COVIDSafe App to assist contact tracing.

Protect yourself and others

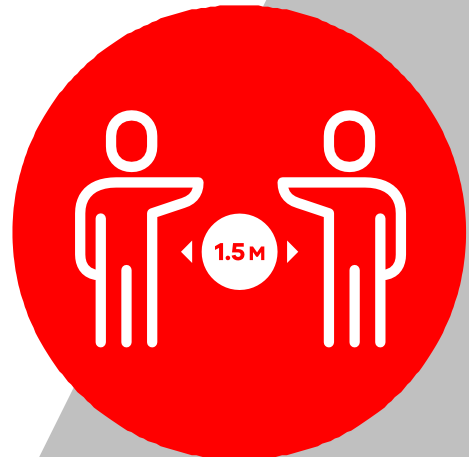
How you can help



Stay home when unwell -
get tested



Wash your hands
Cough and sneeze into a
tissue or your elbow



Keep your distance
Stay 1.5m away from
others, except the people
you live with

Staying apart keeps us together

For more information about COVID-19,
please visit vic.gov.au/coronavirus



Protect yourself and those around you

Wash your hands regularly



1. Wet your hands



2. Put soap on your hands



3. Rub the soap over all parts of your hands for at least 20 seconds



4. Rinse your hands under running water



5. Dry your hands thoroughly with a disposable paper towel or hand dryer



Staying apart keeps us together

For more information about COVID-19,
please visit vic.gov.au/coronavirus



Slowing the spread of coronavirus

Staying apart keeps us together



Wash your hands often with soap and running water, for at least 20 seconds. Dry with paper towel or hand dryer



Try not to touch your eyes, nose or mouth



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



Phone your doctor or the hotline - 1800 675 398 - if you need medical attention



Continue healthy habits: exercise, drink water and get plenty of sleep



Buy an alcohol-based hand sanitiser with over 60% alcohol

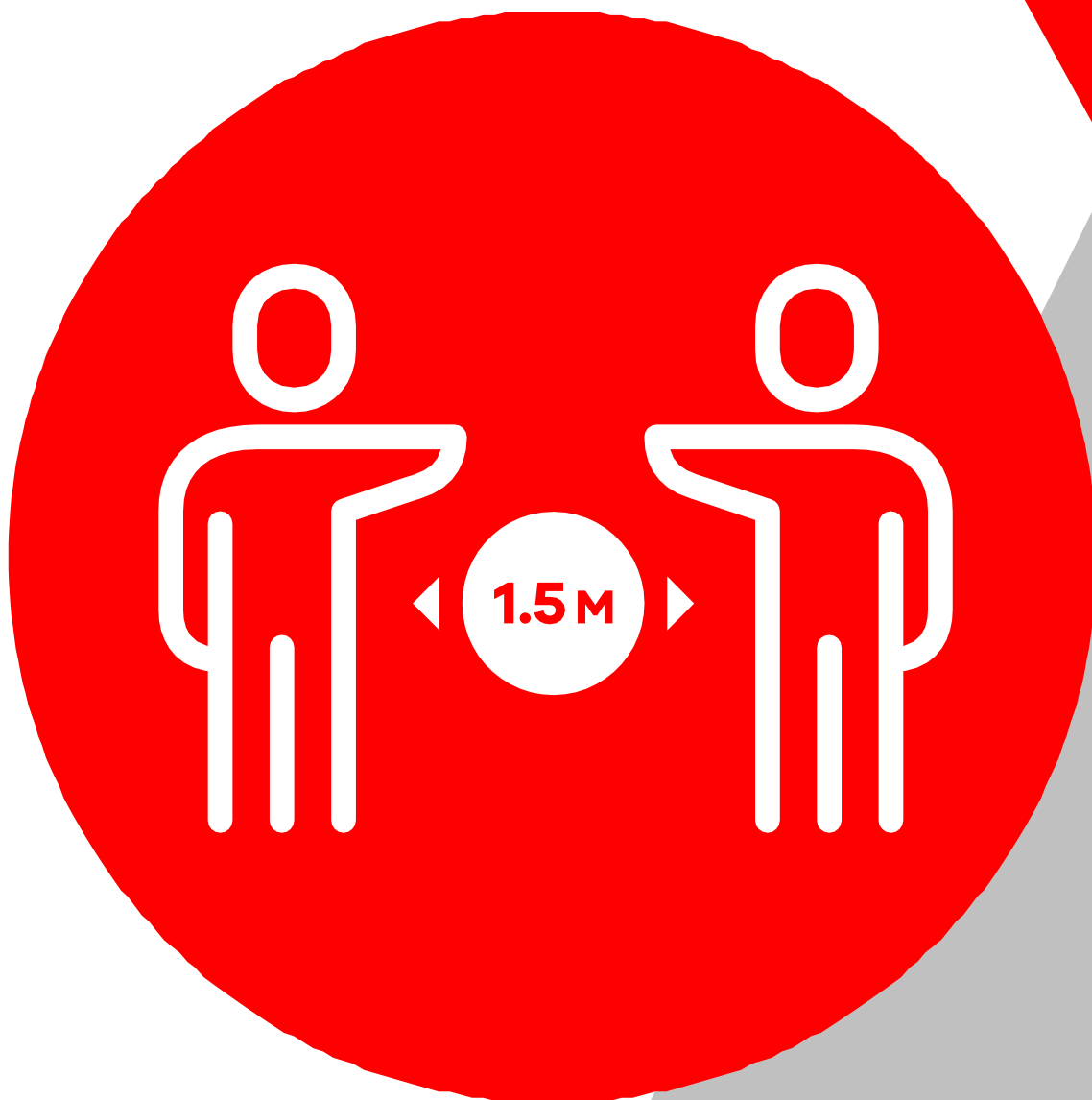
Find out more [dhhs.vic.gov.au/coronavirus](https://www.dhhs.vic.gov.au/coronavirus)

If you are concerned, call the Coronavirus hotline 1800 675 398 (24 hours)

Please keep Triple Zero (000) for emergencies only



Let's all keep
1.5 metres
apart

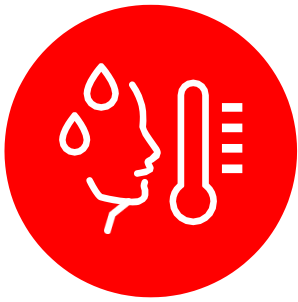


Staying apart keeps us together

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Please do not enter
this venue if you are
experiencing:



fever



chills or sweats



cough



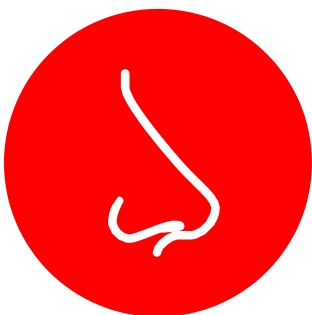
sore throat



shortness of breath



runny nose



loss of sense
of smell

Go home
and get tested

Staying apart keeps us together

For more information about COVID-19,
please visit vic.gov.au/coronavirus



Protect yourself and those around you

Cover your cough and sneeze



Cover your mouth and nose with a tissue when you cough or sneeze



Put your used tissue in the rubbish bin



If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands



Wash your hands with soap and running water. Dry your hands thoroughly with a disposable paper towel or hand dryer

Staying apart keeps us together

For more information about COVID-19, please visit [vic.gov.au/coronavirus](https://www.vic.gov.au/coronavirus)





Slowing the spread of coronavirus

Stay home. Protect our health system. Save lives.

- **WASH** your hands often with soap and running water, for at least 20 seconds. Dry with paper towel or hand dryer.
- **TRY** not to touch your eyes, nose or mouth.
- **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.
- **PHONE** your doctor or the hotline – **1800 675 398** – if you need medical attention. They will tell you what to do.
- **CONTINUE** healthy habits: exercise, drink water, get plenty of sleep.
- **BUY** an alcohol-based hand sanitiser with over 60% alcohol.



Find out more
www.dhhs.vic.gov.au/coronavirus

If you are concerned, call the
Coronavirus hotline 1800 675 398 (24 hours)

Please keep Triple Zero (000) for emergencies only