



Sandringham Yacht Club COVIDSafe Plan

**August 2021
V12**

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
- SYC Keelboat Racing COVIDSafe Plan
- SYC Off the Beach Racing COVIDSafe Plan
- SYC Recreational Boating COVIDSafe Plan
- 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.

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 information on how to properly wear a face mask.

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 (a thermometer is also available onsite for temperature checking), reading and understanding the information provided and adhering to rules to reduce intermixing between staff and patrons where possible.

Staff are required to check in via the SYC Service Victoria QR Code.

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.

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.

SYC Keelboat Racing COVIDSafe Plan

As the State Government eases the restrictions on organised sport, Sandringham Yacht Club (SYC) intends to recommence racing, under strict adherence to the applicable guidelines. Our foremost concern is with the health and welfare of those involved in sailing at our club, including our staff, volunteers, competitors and guests. As such, SYC has implemented the following plan to minimise risk while providing sailing opportunities for our community.

In accordance with the Notice of Race, compliance with this Safety Plan is enforceable under the Racing Rules of Sailing.

The following will apply to all Keelboat racing at SYC until further notice:

- All entries should be submitted online.
- No competitor should enter the premises if they:
 - are feeling unwell and experiencing a cough, fever, chills or sweats, sore throat, shortness of breath, runny nose or a loss of sense of smell.
 - have returned from overseas travel within the last 14 days.
 - in the last 14 days have been in contact with anyone who has been diagnosed with COVID-19.
 - for any other reason believe that they may have been exposed to COVID-19 in the last 14 days.
- All competitors are encouraged to arrive at the Club in their sailing attire and ready to sail. Boats should be cleaned and disinfected before and after usage.
- All competitors should sanitise their hands before boarding.
- Competitors should not share personal equipment (lifejackets, drink bottles etc.).

Contact Tracing All participants and competitors shall sign in via the Service Victoria QR code upon arrival to SYC.

- To enable SYC to contact all participants should the need arise, all competitors shall be signed on via MemberPoint.
- If any competitor has been diagnosed with COVID-19 and has visited the club prior to diagnosis, you must advise the Club on 9599 0999 or email at office@syc.com.au at the earliest opportunity.

SYC Off the Beach Racing COVIDSafe Plan

As the State Government eases the restrictions on organised sport, Sandringham Yacht Club (SYC) intends to recommence racing, under strict adherence to the applicable guidelines. Our foremost concern is with the health and welfare of those involved in sailing at SYC, including staff, volunteers, competitors and guests. As such, SYC has implemented the following plan to minimise risk while providing sailing opportunities for our community.

In accordance with the Notice of Race, compliance with this Safety Plan is enforceable under the Racing Rules of Sailing.

The following will apply to all Off the Beach (OTB) racing at SYC until further notice:

- All entries should be submitted online.
- No competitor should enter the premises if they:
 - are feeling unwell and experiencing a cough, fever, chills or sweats, sore throat, shortness of breath, runny nose or a loss of sense of smell.
 - have returned from overseas travel within the last 14 days.
 - in the last 14 days have been in contact with anyone who has been diagnosed with COVID-19.
 - for any other reason believe that they may have been exposed to COVID-19 in the last 14 days.
- All competitors are encouraged to arrive at the Club in their sailing gear and ready to sail.
- Boats should be thoroughly cleaned after usage.
- All competitors should sanitise their hands upon entering the OTB area.
- Competitors should not share personal equipment (lifejackets, snacks, drink bottles etc.).

Contact Tracing All participants and competitors shall sign in via the Service Victoria QR code upon entering the OTB area.

- If any competitor has been diagnosed with COVID-19 and has visited the club prior to diagnosis, you must advise the Club on 9599 0999 or email at office@syc.com.au at the earliest opportunity.

SYC Recreational Boating COVIDSafe Plan

As the State Government eases the restrictions on organised sport Sandringham Yacht Club (SYC) intends to recommence on-water events, under strict adherence to the applicable guidelines. Our foremost concern is with the health and welfare of those involved in sailing at our club, including our staff, volunteers, participants and guests. As such, SYC has implemented the following plan to minimise risk while providing sailing opportunities for our community.

The following will apply to all Recreational Boating Events at SYC until further notice:

- All registrations should be submitted online.
- No participants should enter the premises if they:
 - are feeling unwell and experiencing a cough, fever, chills or sweats, sore throat, shortness of breath, runny nose or a loss of sense of smell.
 - have returned from overseas travel within the last 14 days.
 - in the last 14 days have been in contact with anyone who has been diagnosed with COVID-19.
 - for any other reason believe that they may have been exposed to COVID-19 in the last 14 days.
- All participants are encouraged to arrive at the Club in boating attire.
- Boats should be cleaned and disinfected before and after usage.
- All participants should sanitise their hands before boarding.
- Participants should not share personal equipment (lifejackets, drink bottles etc.).

Contact Tracing

- All participants and competitors shall sign in via the Service Victoria QR code upon arrival to SYC.
- To enable SYC to contact all participants should the need arise, all competitors shall be signed on via MemberPoint.
- If any competitor has been diagnosed with COVID-19 and has visited the club prior to diagnosis, you must advise the Club on 9599 0999 or email at office@syc.com.au at the earliest opportunity.

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:

- Everyone attending the Club's premises are required to check-in via the SYC Services Victoria QR Code on arrival
- For staff we also maintain accurate records of all work rosters (to identify who has been in close proximity with one another during a shift).
- 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

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.

Any person who is determined to be a close contact of a person with coronavirus 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.

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 created:	7 August 2020
Date updated:	25 August 2021

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 are instructed to wear face masks when required by the government. The vast majority wear personal masks and disposable ones are available on site if needed. All Members, contractors and tenants are instructed to wear face masks when required by the government. Signage when required is posted around the Club.

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 DHHS information and instruction on how to safely wear a face mask https://www.dhhs.vic.gov.au/face-masks-work-covid-19</p>
<p>Replace high-touch communal items with alternatives.</p>	<ol style="list-style-type: none"> 1. Office: For the most part, staff have personal workstations. If workstations are shared, there is a strict sanitising regime. 2. POS: there is a strict sanitising regime. 3. Yard equipment: there is a strict sanitising regime. 4. 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>Staff are regularly cleaning hand rails, handles 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 – restrictions only allow permitted workers on-site.</p>	<p>Consistent with the current restrictions, with the exception of those who have been provided with an authorised worker permit, staff are not permitted to work onsite. This will be reviewed further as restrictions change.</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 that they do so – we have advised it is our expectation they WILL NOT COME TO WORK</p> <p>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 (a thermometer is also available onsite for temperature checking), reading and understanding the information provided and adhering to rules to reduce intermixing between staff and patrons where possible.</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, when required.</p> <p>Even when restrictions are relaxed, this remains unchanged.</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>Workstations are already compliant. To the extent that any work stations are face to face partitions are in place.</p>
<p>Minimise the build up of employees waiting to enter and exit the workplace.</p>	<p>Roster times are staggered and entry and exit take place through separate access points as appropriate to each area.</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 'drop and run'. Truck arrivals are via an intercom system with limited 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 density rules.</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>All visitors (including members, tenants and contractors) to SYC are required to use the VIC Gov QR codes on display. This includes staff. Staff are also rostered and records kept on file.</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>The current plan is applicable but will be reviewed from time to time.</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>All done through Vic Gov QR code compliance</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.