



Sandringham Yacht Club COVIDSafe Plan

**April 2022
V15**

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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.

Controlling the spread and reducing the impact 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 / Finance Manager Helen Tetlow / Hospitality Manager & Executive Chef Kol Gemmell

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.](#)

SYC service offering is across several industry sectors, including hospitality, physical recreation & sport and licensed clubs.

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 e.g. how many people per square metre
- Space requirements between tables
- Max no. of patrons per table
- Service model
- Booking requirements for contact tracing
- Verification of vaccination status

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.

Staff have been provided with 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. This includes conducting pre-shift health self-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.

Staff are required to comply with the Covid-19 Mandatory Vaccination (Workers) Directions.

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
 - in the last 7 days have been a close contact* of anyone who has been diagnosed with COVID-19
- 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.

General vaccination requirements – SYC will ensure compliance with any vaccination requirements as set out in Public Health Orders.

Volunteer vaccination requirements – All volunteers must comply with the Covid-19 Mandatory Vaccination (Workers) Directions.

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
 - in the last 7 days have been a close contact* of anyone who has been diagnosed with COVID-19
- 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.

General vaccination requirements – SYC will ensure compliance with any vaccination requirements as set out in Public Health Orders.

Volunteer vaccination requirements – All volunteers must comply with the Covid-19 Mandatory Vaccination (Workers) Directions.

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
 - in the last 7 days have been a close contact* of anyone who has been diagnosed with COVID-19
- 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.

General vaccination requirements – SYC will ensure compliance with any vaccination requirements as set out in Public Health Orders.

Volunteer vaccination requirements – All volunteers must comply with the Covid-19 Mandatory Vaccination (Workers) Directions.

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 is 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.
- Member attendance onsite is tracked through our key access system
- Everyone attending the Club's premises is required to comply with the Chief Health Officer directions with regards to vaccinations status

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

We understand if anyone (non-staff member) 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 if we are required to take action.

We will then following the directions of DHHS which may include:

- being required to close for a short period to facilitate cleaning and enable contact tracing
- cleaning and disinfecting relevant areas that were used by the confirmed case (for example, bar, Off the Beach, offices, bathrooms and common areas)

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.

What will we do if a staff member tests positive for coronavirus?

Staff members are aware if they test positive for COVID-19 (either by Polymerase Chain Reaction "PCR" test or Rapid Antigen Test "RAT") and if they have worked in an indoor space during their infectious period, that they must inform the Club (via their department manager) as soon as possible.

The Club will identify and inform other workers who are contacts (including sub-contractors, but not patrons).

Testing requirements for identified work contacts are as follows:

- If they have symptoms, they must get a PCR test at a testing centre and quarantine until they return a negative result
- If they don't have symptoms, they are strongly recommended to use five Rapid Antigen Tests (one per day)
- If they test positive on any Rapid Antigen Test, they must get a PCR test
- If they cannot access a Rapid Antigen Test, they should monitor for symptoms and get a PCR test if symptoms emerge.

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.

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.

What will we do if multiple staff test positive or are close contacts and are therefore directed to be quarantined?

If 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.

**A close contact is defined as:*

- *someone who lives with a confirmed COVID-19 case, or*
- *someone who has spent four or more hours with them in a house, care facility or accommodation.*



How to develop or review your COVIDSafe Plan

About this template

This COVIDSafe Plan template has been developed for businesses to maintain a COVIDSafe workplace and prepare for a suspected or confirmed case of COVID-19 in the workplace.

To comply with public health directions

- All Victorian businesses with on-site operations must complete and document a COVIDSafe Plan.
- COVIDSafe Plans should be developed in consultation with workers and relevant Health and Safety Representatives (HSRs).
- In addition to completing a COVIDSafe Plan, you must meet your obligations under the Occupational Health and Safety Act 2004.
- You must modify your COVIDSafe Plan if you are directed to do so by an Authorised Officer or WorkSafe Inspector.

In addition to the general restrictions for all businesses, some industries are subject to additional obligations due to a higher transmission risk. For more information see:

coronavirus.vic.gov.au/additional-industry-obligations.

Understand your responsibilities



This symbol indicates mandatory public health requirements. Your COVIDSafe Plan must detail how you will meet these requirements.

- All other guidance is strongly recommended to keep workplaces COVIDSafe.
- Some requirements and recommendations may not apply to your business and should be marked N/A (not applicable).
- Businesses with multiple worksites must complete a plan for each worksite.

When to review your COVIDSafe Plan

You should review your plan regularly, especially when restrictions change. You do not have to submit your plan to the Victorian Government. You must modify your plan if directed to do so by an Authorised Officer or WorkSafe Inspector. Compliance with COVIDSafe Plans is monitored by virtual and physical inspections.

Share your COVIDSafe Plan with employees

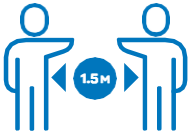
Employees must comply with the COVIDSafe Plan. Where possible, discuss the plan with employees before it is finalised. Employers should share the completed plan with employees and occupational health and safety representatives.

For further guidance on preparing your COVIDSafe Plan or any other questions, visit coronavirus.vic.gov.au or call the Business Victoria Hotline on 13 22 15.



Sandringham Yacht Club Inc. COVIDSafe Plan

Business name:	Sandringham Yacht Club Inc.
Address:	Jetty Road, Sandringham, VIC 3191
Plan completed by:	Richard Hewett
Job title:	CEO
Date reviewed:	4 April 2022
Next review:	4 May 2022



1. Physical distancing

RECOMMENDATIONS & REQUIREMENTS

DESCRIBE WHAT YOU WILL DO

WHO IS RESPONSIBLE



We will apply the relevant density quotient, if any, to arrange shared work areas and publicly accessible spaces. Noting the following:

- [Density quotients](#) can change.
- [Signage](#) showing the maximum number of people allowed in the space must be displayed
- Shared work areas are only accessible to workers and should only include workers in the density limit.
- Publicly accessible spaces should include members of the public and may include workers if they share the space on an ongoing basis.
- Where possible aim for workers and visitors to maintain physical distancing of 1.5 metres in the workplace.

Density quotients will be amended as restrictions change.

The office workspace is configured to allow physical distancing.

Office workstations are for the most part not shared. Shared work stations follow a pre-set sanitising routine.

Rostering will ensure adherence to density limits.

Signage showing the maximum number of people allowed in each space (work area and public accessible) will be displayed.

To the extent that any work stations are face to face, partitions have been installed.

Executive Management

We may need to reduce the number of workers or the number of members of the public on the premises in accordance with current directions.

We will give training to workers on physical distancing while working and socialising.

Rostering will ensure adherence to any density limits.

Workforce bubbles will be used as far as possible.

Density quotients (and related signage) will be amended as restrictions change

All staff will be re-appraised of mask, hygiene and physical distancing rules and reminded to follow public health directions if carpooling.

Staff will be advised to stagger tea/meal breaks and be encouraged to use outside areas for breaks.

Executive Management



2. Face masks

REQUIREMENT AND RECOMMENDATIONS

DESCRIBE WHAT YOU WILL DO

WHO IS RESPONSIBLE



We will ensure all workers adhere to current face mask requirements.

We will ensure that Covid Marshalls are appointed if required.

For more information visit:
coronavirus.vic.gov.au/face-masks

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.

Staff have been forwarded the DHHS information and instruction on how to safely wear a face mask

All Members, contractors and tenants are instructed to wear face masks when required by the government.

Appropriate signage is posted around the Club.

Mask rules are enforced by area supervisors. If there is a refusal, unless a lawful exception applies, then the individual will be asked to leave the premises. Team Leaders/Managers will be asked to get involved as necessary.

If required, extra staff will be rostered to conduct Covid marshalling duties.

Executive Management



3. Hygiene

REQUIREMENT AND RECOMMENDATIONS

DESCRIBE WHAT YOU WILL DO

WHO IS RESPONSIBLE



Shared spaces **must be** cleaned and disinfected regularly. This includes high-touch communal items e.g. doorknobs, telephones, toilets and handrails.

For more information visit:
coronavirus.vic.gov.au/cleaning

Office: For the most part, staff have personal workstations. If workstations are shared, there is a strict sanitising regime.

POS: there is a strict sanitising regime.

Yard equipment: there is a strict sanitising regime.

Kitchens: there is a strict sanitising regime

We will ensure that there is ample supply of cleaning products 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.

Executive Management

We will put soap and hand sanitiser throughout the workplace and encourage regular handwashing.

We will ensure that there is ample supply of cleaning products throughout the Club and additional supplies will be available in the cleaners' cupboards. The Facilities and Operation Manager monitors these and arranges replenishment as required.

We will ensure that there is ample supply of rubbish bins throughout the Club (including for disposal of paper towels).

We will ensure that that there is ample signage to encourage regular handwashing.

Facilities and Operations Manager



4 Record keeping

REQUIREMENT AND RECOMMENDATIONS

DESCRIBE WHAT YOU WILL DO

WHO IS RESPONSIBLE



We will use the Victorian Government QR Code Service to check-in workers, customers and visitors.

We use the Victorian Government QR Code Service for electronic record keeping.

We ensure that relevant staff have downloaded the app and have been trained to facilitate use of the app by customers and visitors and workers.

Clear signage and QR codes are posted across the site.

In the event of an internet outage (or for those without mobile phones), paper check-in will be made available

Executive Management



Some venues **must** have a COVID-19 Check-in Marshall at all public entrances whenever the facility operates.

For more information visit:
coronavirus.vic.gov.au/covid-check-in-marshals

At all Food and Beverage Outlets we will have staff who will ensure that all visitors sign in using the Victoria Services App and check that they are vaccinated in accordance with current health orders.

Executive Management

We encourage workers to get tested and stay home if they have any symptoms (even mild ones) or have been identified as a close contact.

Staff have been advised, 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 get tested.

Staff have been advised, if they have been identified as a close contact or if they develop symptoms at home, such as fever, cough, sore throat or shortness of breath, they should stay home and get tested (and advise their manager).

We will communicate to workers the financial support available to them if they cannot work while waiting for test result or are confirmed as a positive case.

Executive Management



4. Record keeping (Continued)

REQUIREMENT AND RECOMMENDATIONS	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
We have developed a business contingency plan to manage any outbreaks.	<p>The contingency plan has been developed which includes steps to be taken:</p> <ul style="list-style-type: none">• to respond to a worker being notified they are a positive case or a contact while at work• if you have been instructed to close by the Department of Health• to re-open your workplace when cleared by the Department of Health and notify workers to return to work.	<i>Executive Management</i>



5. Enclosed spaces and ventilation

REQUIREMENT AND RECOMMENDATIONS

DESCRIBE WHAT YOU WILL DO

WHO IS RESPONSIBLE

As far as is practical we try to reduce the time workers spend in enclosed spaces.

We have maximized the outside dining capacities to enable as much outside service as possible.

Executive Management

We make sure that windows and air conditioning are set for optimum air flow at the start of each workday or shift.

Staff are encourage to take their breaks on the outside areas rather than in the staff kitchen / workshop.



6. Workforce bubbles

REQUIREMENT AND RECOMMENDATIONS

We recommend rostering staff in separate groups to reduce the amount of crossover between staff and to try avoid overlapping of workers during shift changes where practical.

DESCRIBE WHAT YOU WILL DO

Staff are encouraged to have breaks separately.

We try to avoid overlapping of workers during shift changes where practical. We do our best with our small team to make sure staff are only working with same people and reduce crossover where we can.

WHO IS RESPONSIBLE

Executive Management