



Sugarloaf Sailing Club Inc

Reg. No. A0023112K ABN: 98 896 898 739

676 Ridge Rd. Christmas Hills, Victoria 3775

COVID-19 SAFETY PLAN

SUGARLOAF SAILING CLUB Inc.

Revision 2

22/10/2021



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Index

1. Introduction
2. Key Principles
3. Responsibilities
4. Alignment with National and Local Return to Sport Arrangements
5. Changes in Restrictions and Updates
6. Risk Assessment
7. Operations
 - 7.1 Onshore General
 - 7.1.1 Registering Attendance*
 - 7.1.2 Reducing the use of facilities*
 - 7.1.3 Face Masks, Social Distancing and Gathering restrictions*
 - 7.2 Onshore Facilities
 - 7.3 Onshore – Club Boats, Support Boats and Rigging Beach
 - 7.3.1 Club Boats*
 - 7.3.2 Club Support/ Rescue Boats*
 - 7.3.3 Rigging Beach*
 - 7.4 On Water – General Sailing
 - 7.5 On Water – Racing
 - 7.6 Vulnerable Groups
 - 7.7 Communication
 - 7.8 Cleaning of Facilities
 - 7.9 Suspected Cases of Infection.



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1. Introduction

The purpose of this COVID-19 Safety Plan is to provide an overarching plan for the implementation and management of procedures by Sugarloaf Sailing Club Inc. to support Sugarloaf Sailing Club, its members, and participants in the staged resumption of sailing club activities following closure due to Covid restrictions.

The arrangements set out in this plan are intended to prevent the transmission of COVID-19 among members, participants, coaches, officials, administrators/volunteers, visitors, families, and the broader community. The plan provides the framework to the Club's infection control provisions in support of the general operation of the Sugarloaf Sailing Club and facilities in line with its management plans. It outlines the provisions, controls, and expected behaviour of all members and participants at Sugarloaf Sailing Club facilities.

This plan includes, but is not limited to, the conduct of:

- a. On water sailing activities; and
- b. Onshore facility management and supporting operations.

At all times the plan is subject to all regulations, guidelines and directions of government and public health authorities.

This plan will remain in use whilst Government restrictions and requirements are in place and will be reviewed by the Health and Safety Manager in relation to Government requirement changes as they occur.

2. Key Principles

The plan also accepts as key principles that:

- The health and safety of members, participants, coaches, officials, administrators/volunteers, visitors, families, and the broader community is the number one priority.
- Members, participants, need to be engaged and briefed on Sugarloaf Sailing Club's Covid Safety Plans. Facilities are assessed and appropriate plans are developed to accommodate upgraded hygiene protocols, physical distancing, and other measures to mitigate the risk of transmission of COVID-19.
- At every stage of the return to sport process Sugarloaf Sailing Club must consider and apply all applicable Victorian and Federal Government restrictions and regulations. Sugarloaf Sailing Club needs to be prepared for any localised outbreak at our facilities.

3. Responsibilities

Sugarloaf Sailing Club retains the overall responsibility for the effective management and implementation of the return to sport activities and operations outlined in this Plan.

The Committee of Sugarloaf Sailing Club is responsible for:

- Approving the plan and overseeing the implementation of the arrangements in the Plan; and
- Revising the plan as required, ensuring it reflects up to date information from government and public health officials.

The Committee has appointed the following person as the Sugarloaf Sailing Club COVID-19 Safety Coordinator to execute the delivery of the plan and to act as a point of contact for information relating to this Plan:

Name	Stuart Hortin
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Sugarloaf Sailing Club expects all members, their guests, participants, coaches, officials, administrative staff and volunteers to:

- Comply with the health directions of government and public health authorities as issued from time to time;
- Understand and act in accordance with this plan as amended from time to time;
- Comply with any testing and precautionary measures implemented by Sugarloaf Sailing Club;
- Act with honesty and integrity in regard to the state of their personal health and any potential symptoms; and
- Monitor their health and take a cautious approach to self-isolation and reporting of potential symptoms.

Rostered Duty Mangers (RDMs) are responsible for overseeing the application of this plan and any activity specific requirements during any club operational day. Additional infection control training will be provided to RDMs.

Members and their guest are expected to abide by the measures outlined in this plan and these will be clearly displayed on entry to the club, during sign in and at other key locations around the club.

4. Alignment with National & Local Return to Sport Arrangements

The plan outlines specific sport requirements that Sugarloaf Sailing Club will implement and will align with the Australian Institute of Sport (AIS) Framework Arrangements, Australia Sailing Return to Sailing in a COVID Safe Environment Framework and any industry or sector guidance.

Sugarloaf Sailing Club will also comply with the Australian government requirements and the applicable restrictions put in place by the Victorian State Government. These will place limits on the type of activity that can be conducted and the number of people who can gather at facilities, notwithstanding the activities permitted by the Sailing Australia guidelines.

5. Changes in Restrictions and Updates

Sugarloaf Sailing Club Committee will keep up to date with changes to the relevant restrictions, health advice and guidance in place from the Department of Health and the State and Federal Governments in relation to COVID 19. In addition, the Sugarloaf Sailing Club Committee will consult with sporting industry bodies for specific sporting activity guidance where required.

Sugarloaf Sailing Club will apply relevant COVID-19 prevention actions in line with the relevant criteria and guidance from the Department of Health and the State and Federal Governments. Sugarloaf Sailing Club will also consider which protocols can remain to optimise good public and participant health when restrictions and requirements are eased.

Where required the Committee of Sugarloaf Sailing Club will consult with key stakeholders to review the delivery of its return to sport arrangements and use feedback to improve organisational plans and systems.

6. Risk Assessment



Sugarloaf Sailing Club Inc

Reg. No. A0023112K ABN: 98 896 898 739

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Sugarloaf Sailing Club will conduct a specific risk assessment for Infection Control and will incorporate this into the risk profiles for the club. This Risk Assessment will be periodically reviewed in line with the Clubs risk management procedures.

Specific controls will be developed and incorporated in operating procedures and guidance where applicable.

7. Operations

All club operations are conducted under the management approval from the Club Executive Committee. The club operational activity is split between the “On Water Sailing” and “Onshore Facility and Maintenance”. This section of the plan will outline key components of the Sugarloaf Sailing Club Covid Safety Plan in relation to these operations.

7.1. Onshore General

Guidance will be provided to all club members and additional details will be displayed for visitors outlining the key points of this plan and necessary controls to be applied to all operations at the club.

During the COVID restrictions all members and visitors will be encouraged to only attend the club if participating or providing care and assistance to a participant.

Safe hygiene protocols distributed by National or State Governments will be adopted by club. Hand sanitizer disinfectant and single use paper towel will be provided by the club. Bins will be provided for disposal of paper towel and the RDM will arrange for disposal of waste at end of day

Members will be responsible for cleaning and sanitization and stowage of their own and any club equipment that they personally have used.

7.1.1. Registering Attendance

All persons (including children) entering the gates of the club will be required to register their attendance on entering the club gate and leave individuals’ contact details to allow contact tracing should this be required.

The Club will utilise a contactless mobile phone app for signing in to reduce the risk of infection at key touch points. The instructions for the use of this app will be posted in the sign in shed and will be communicated to the membership prior to the club opening. A paper sign in will also be available at the entry for those who do not have access to a compatible device.

On signing in the Participants and Visitors will be asked to self-declare that they have not recently been unwell and are free of coronavirus (COVID-19) symptoms, have not been in close contact with a suspected or diagnosed case of COVID 19 and have not travelled from overseas in the last 14 days or are required to be in self-isolation.

7.1.2. Reducing the use of facilities

Arriving dressed ready to sail will reduce the need for use of the club communal facilities but may not be practical due to use of wetsuits and other sailing attire. During times of restriction those attending the club will be encouraged to Get in, Sail and Get out where practical.

Club changing rooms will only be open once restrictions allow and any distancing / density requirements will be applied.



Sugarloaf Sailing Club Inc

Reg. No. A0023112K ABN: 98 896 898 739

676 Ridge Rd. Christmas Hills, Victoria 3775

7.1.3. Face Masks, Social Distancing and Gathering restrictions

Duty Crews, Club members and visitor will be asked to avoid physical greetings (i.e. hand shaking, high fives etc.) and use hand wash and sanitizers where provided.

The use of face masks on land and 1.5m distancing will be mandatory until restrictions allow otherwise.

The club grounds are quite substantial, and it is envisaged that social distancing can be maintained. Gatherings of members onshore will be kept to below the maximum permissible (based on State restrictions for public gatherings). Where numbers would exceed this the RDM will be able to allow for multiple groups to be on the shore but must ensure that groups are separated and numbers in any group do not exceed the maximum permissible. Depending on numbers of participants this may be separated by Class or just on a number's basis.

On busy days space for each group may be allocated on the beach with markers placed to identify separation boundaries.

7.2. Onshore Facilities

Use of the onshore facilities will be restricted based on the state restrictions for enclosed spaces or club facilities. The main club house will be restricted to Duty Crews and support staff to enable the safe running of the club and access to the necessary equipment whilst relevant restrictions are in place.

The use of the beach shelter may also be restricted to key participant support carers and for emergency use. Relevant occupancy limits and restrictions of use will be indicated on the door to the shelter.

Use of club changing facilities will be dependant of restrictions and accessibility will be indicated on the door. It is envisaged that the use when permitted may be restricted to 1 person at a time due to space limitations. Hand sanitiser will be available in all changing rooms.

Toilet facilities will be opened and available during operational hours. Cleaning will include wipe down with sanitising wipes or cleaning solutions of touch points such as handles and taps.

7.3. Onshore – Club Boats and Support Boats

The onshore movement of boats between the storage areas and the launching beach is critical to the operation of the sailing activity. Movement of the boats is normally conducted by individuals using the club Ute or a personal vehicle. The Club will require that when using the Club Ute, only the driver of the Ute is permitted in the cab or that both occupants wear masks and increase the ventilation where dual occupancy is unavoidable for safety reasons.

After use the driver is required to wipe down touch points such as steering wheel, handbrake, and gear stick. Sanitizer wipes will be placed in the Ute to enable this.

7.3.1. Club Boats

Use of Club Boats will be limited to one use/ booking per sailing day and must be booked in advance using the online booking facility. Boats must be rigged by the user. If assistance is required, then social distancing must be observed.



Sugarloaf Sailing Club Inc

Reg. No. A0023112K ABN: 98 896 898 739

676 Ridge Rd. Christmas Hills, Victoria 3775

After use the boats must be packed down by the user and key touch points will need to be wiped down and cleaned using sanitizing wipes.

7.3.2. Club Support/Rescue Boats

Club support boats will be for the sole use of Duty Crews. No additional passengers will be allowed, and crews must maintain social distancing requirements. Whilst restrictions require, crews must wear a suitable fitted face mask.

The Duty Manager may permit the support boat to be manned with only a coxswain where weather permits.

Movement of support boats onshore will be done by the duty crews maintaining social distancing requirements where practical.

7.3.3. Rigging Beach

Participants will be able to use the rigging beaches for rigging and launching of their boats. Participants will be required to allow space between their boat and others to ensure more than 1.5m social distancing can be maintained whilst rigging.

Gathering limits must be enforced as per any restrictions currently in place. The RDM will monitor gatherings and ensure these are kept to a minimum.

7.4. On Water – General Sailing

General sailing on the water will be permitted provided the social distancing requirements in effect at the time can be maintained. The club will ensure that the Duty Manager is advised of the current restrictions to be applied. Boats on the water would rarely be in breach of these requirements but during some periods sailing on a vessel may be restricted to single handed or members from the same house hold only.

The Duty Manager may at their discretion restrict the number of vessels on the water at any given time.

Participants of general sailing must keep clear of racing start lines, marks and courses as per normal club sailing instructions. Face masks may be required to be worn during sailing depending on restrictions at the time.

7.5. On Water – Racing

Racing will only be permitted where restrictions allow competitive sport to resume. Racing sign on will be done by the mobile phone app or by the RDM who will complete the sign on register for the participants.

Participants will need to identify to the RDM that they intend to race and confirm the details required for the register.

Pre- Race briefings will be conducted taking into account gathering restrictions. The RDM will make a decision on the day how to conduct the briefing based on the number of participants. On busy days it is envisaged that a separate briefing will need to be conducted for each Class/ Start Group.



Sugarloaf Sailing Club Inc

Reg. No. A0023112K ABN: 98 896 898 739

676 Ridge Rd. Christmas Hills, Victoria 3775

Racing will be conducted with the normal on the water race instructions. Class sizes may have to be limited if Government Restrictions have limits on competitors and the Club will apply these restrictions. Participants are required to keep clear of the start line until the 5min Signal for their Class/ Group Start.

7.6. Vulnerable Groups

The Club provides a Sailability Programme for local groups and due to the close proximity that volunteers need to be able to assist vulnerable person's access the boats, the Club has made a decision that during the Government Restrictions we will not be able to run these activities. The situation will continue to be monitored and the Executive Committee will liaise with the groups to ensure that risks to these persons can be managed prior to reopening this part of the Club.

The Club will require any persons supporting vulnerable person and group activity to be fully vaccinated.

7.7. Communication

The Club will communicate with its members via the Club newsletters and group emails. The Club web page and Facebook page will also be updated to support these communications to the wider community. This plan and any supporting guidance will be provided over the weeks prior to reopening. The club will continue to monitor restrictions and provide information via these channels as the situation changes.

As the club is visited by guests, potential new members and members of the general public the Club will post signage with important information in relation to the requirements of this plan and current restrictions in key locations around the club.

Specific guidance will be provided to the membership and to RDM's in relation to this Plan and all relevant restrictions and changes that may occur.

7.8. Cleaning of Facilities

Cleaning of Club Facilities will continue to be conducted by the Duty Crew and the Wednesday Maintenance Group as required. Key touch points such as handles and door knobs etc. will be given extra attention and will be wiped down with disinfectant or sanitiser.

Frequently touched surfaces will be cleaned at least twice a day.

Additional touch point areas such as the Support Boats, Ute and Beach shelter need to be included in the cleaning cycle at the end of the day.

Persons conducting cleaning activity will be required to wear face masks and disposable gloves (provided).



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676 Ridge Rd. Christmas Hills, Victoria 3775

7.9. Suspected Cases of Infection.

If the RDM suspects that a participant, member, or visitor is showing signs of infection they will ask the person to confirm where they have been in the club facilities. The RDM will then ask the Person to **isolate from others** and will contact 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.

For a suspected case the RDM will 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**

Areas of the facility that have the potential to have been contaminated will be isolated until **cleaned** and disinfected.

The RDM will seek to identify persons who may have been in close contact of the affected person and advise them to seek testing and isolate. Details of close contacts and persons at the club that day will be taken and made available to contact tracing officials.

Persons affected will be asked to provide information from testing results to the Club Safety Coordinator so that the Executive Committee can make informed consideration in relation to continued operation of the club.

If the club is notified of a confirmed case having accessed the club, the club will close for professional deep clean of impacted areas and will seek further advice from the Department of Health and Human Services prior to reopening.

Any suspected or notified case must be escalated to the Covid safety Coordinator immediately.