



COVID Safe Plan

SSCBC COVID Safe Plan
Version 1.4
February 2021



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Introduction

Purpose & Scope

The purpose of this document is to define Sorrento Sailing Club's (SSCBC) COVID Safe Plan.

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The SSCBC COVID Safe Plan is designed to provide guidance and outline the actions that the SSCBC is undertaking to mitigate the introduction and spread of COVID-19.

This plan utilises the Department of Health and Human Services COVID Safe Plan template.

Document Ownership

This document is considered a live, working, and evolving document.

This policy is owned by the SSCBC Chief Executive Officer, who is responsible for ensuring this process reflects current practice.

Document Review

Review Schedule

This document should be reviewed in line with changes in restrictions as announced by Government.

Review Responsibility

The designated Chief Executive Officer is responsible for the review of this policy.

Hygiene

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
<p>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</p>	<ul style="list-style-type: none"> • COVID-Safe literature is displayed throughout the Club Members advised of COVID-Safe practices through regular Newsletter Communications • All staff are reminded of COVID-Safe practices at the commencement of each shift • Ensure hand sanitiser is available all key points of entry/egress and places of congregation (reception, bar, dining room, sailing centre, workshop locations and each office) • Ensure adequate supplies of hand soap and paper towels are present at all handwashing stations and bathrooms
<p>Where possible: enhance airflow by opening windows and adjusting air conditioning</p>	<ul style="list-style-type: none"> • Weather permitting, all doors and windows are to be open to ensure well ventilated airflow. This includes louvres, windows and doors in reception, bar, dining room and tower. Workshop and Fred's Own roller doors should remain open and Sailing Centre doors opened when in use • Ensure when doors are open – display “Staff only – Members not allowed” signs for all staff only designated areas • Meetings to be held outdoor whenever possible
<p>In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own</p>	<ul style="list-style-type: none"> • Ensure all staff and members wear a face mask whilst on premises, anyone not wearing a face mask cannot enter the building unless they have a lawful exception • Keep a supply of face masks at Reception and in the Sailing office and ensure that all staff know they are there • Inspect and report – promote behaviours and work patterns whereby masks can legally be removed
<p>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19)</p>	<ul style="list-style-type: none"> • Ensure all staff are trained in the protocols of wearing and handling masks i.e. touching mask, washing of hands etc. • Regularly reinforce the protocols and address non-conformance immediately • Ensure staff place disposable masks in rubbish bins

Cleaning

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>	<ul style="list-style-type: none"> • Ensure front door handle is cleaned and sanitised regularly throughout shift(s), if weather permits keep doors open to minimise contact • Entrance door & – Padlocks, roller door button wipe down after touch at beginning of day. Sanitise after touching alarm • All staff are to record their sign in via Deputy and complete the COVID questions • Ensure all high touch surface areas throughout the Club are disinfected regularly • Wipe down high touch areas of sail boats when shared between users
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant</p>	<ul style="list-style-type: none"> • Chef and Restaurant Manager to monitor supply of cleaning products and order accordingly to keep ensure an appropriate supply is on hand • Maintenance Manager to also maintain a supply, location and distribution list

Physical Distancing

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>	<ul style="list-style-type: none"> • Only staff that are essential to the operation of the Club are to attend the Club for work (food and beverage; boat maintenance and some sailing activity as required to ensure sport and recreation activities are safely managed). • Wherever possible staff are to work from home. This includes all administration and sailing activities of an administrative nature where work can be satisfactorily scheduled and completed offsite. • Maximum 50% of Office staff not covered above at the club
<p>Establish a system that ensures staff members are not working across multiple settings/work sites</p>	<ul style="list-style-type: none"> • Where practical, one person per shift to use a computer keyboard and point of sale i.e. F&B Supervisor uses reception keyboard, mouse and tyro terminal during take away shift then sanitizes at end of shift, with the Bar Supervisor or Restaurant Manager over the weekend for dining and take away service. • Best practice is for Boat Maintenance to be done outdoors wherever possible.
<p>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell</p>	<ul style="list-style-type: none"> • All staff are required to sign into their shift(s) via Deputy and complete the COVID question. If they are unwell, they cannot sign in and cannot attend work • Any people (apart from deliveries) entering the buildings must sign in and register using deputy, reception and deck sign in or Crew Register
<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 quotient 'four square metre' rule or "2 square meter rule"</p>	<ul style="list-style-type: none"> • COVID-Safe literature displayed throughout the Club, including maximum occupancy numbers in accordance with the latest Government Guidelines. • Members advised of COVID-Safe practices through regular Newsletter Communications • Ensure maximum gathering and COVID-Safe signage is on display throughout the Club's leased areas.
<p>Physical Distancing while Sailing will be in accordance with the Restricted Activity Directions Sub-Clause 5(4) on shore and Clause 6 on the water and in accordance with Australian Sailing advice</p>	<ul style="list-style-type: none"> • Crews limited to those necessary • Masks and social distancing are no longer required while sailing • No Limit to boats racing or training in the bay. • Group sizes limited to 50 people (subject to a density quotient of 1 per 4sqm) in rigging area, keeping 1.5m social distancing unless wearing masks. Multiple groups of 50 to be separated by a clear and reasonable gap. • Max 500 people

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Guidance	Action to mitigate the introduction and spread of COVID-19
Sailing participants – while on land	<ul style="list-style-type: none">• Electronic Sign on for Contact Tracing, Crews, Volunteers and Support Persons.• Indoors wear masks• When using Food and Beverage Outlet Facilities – Those rules apply

Record Keeping

Guidance	Action to ensure effective record keeping
Record keeping	
<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>	<ul style="list-style-type: none"> • Members and guests entering the upstairs premises for any reason must sign in and provide contact information at Reception • All staff are to sign in at the commencement of each Shift via Deputy • All contractors and or delivery drivers are to fill out the Attendance Register located at Reception before entering any area of the Club House • All sailing people are to sign into the Crew Register
<p>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available)</p>	<ul style="list-style-type: none"> • The SSCBC operates a computerised OHS reporting system (Safety Champion). The Club's license includes for a maximum of 10 licences therefore these are allocated to Management and Supervisors. All Staff are encouraged to report an incident or near miss to one of the Management Team or Supervisors to have a matter recorded and reported in the OHS reporting system

Response

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
<p>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing</p>	<ul style="list-style-type: none"> • Ensure that all records are kept up to date and stored appropriately for easy reference in the event of a case of Covid at SSCBC • Provide staff member to assist with contract tracing if required
<p>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed</p>	<ul style="list-style-type: none"> • In the event of a confirmed case of Covid 19 services will cease immediately • A thorough deep clean of the premises will be undertaken
<p>Prepare to notify workforce and site visitors of a confirmed or suspected case</p>	<ul style="list-style-type: none"> • Catering Manager would phone all relevant staff (those on shift) in the event of suspected or confirmed case • Member Manager would contact all members who had visited SSCBC during the applicable period as per direction from DHHS • All Staff will be notified via Deputy (Roster System) of the instance and advised to undertake COVID testing and Self Quarantine if they were present during the impacted timeline
<p>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace</p>	<ul style="list-style-type: none"> • Finance Manager will notify WorkSafe Victoria in the event of a confirmed case at SSCBC
<p>Confirm that your workplace can safely re-open and workers can return to work</p>	<ul style="list-style-type: none"> • Finance Manager would maintain contact with WorkSafe Victoria and work with the Management Team to ensure the workplace met all requirements to re-open and only then would staff and members would be notified of the resumption of service

Document Version Control

Version	Date	Author	Comments
0.1	06/08/2020	Nikki Fisher	Initial Plan for Food and Beverage Trading
0.2	28/09/2020	Ben Fels	Drafted to incorporate Maintenance
0.3	26/10/2020	Deborah Hodgson	Drafted to incorporate Administration and ensure all functions aligned
0.4	26/10/2020	Ben Fels	Quality Assurance and Update
1.0	29/10/2020	Deborah Hodgson	Formatted and prepared for release to all Staff
1.1	23/11/2020	Ben Fels	Changes in line with last step
1,2	24/11/20	Nikki Fisher	Changes in line with last step
1.3	10/12/20	Nikki Fisher	Changes in lines with Covid Safe Summer
1.4	17/12/21	Ben Fels	Changes in line with end of 'Circuit Breaker' 5 day lockdown.