

Changes to the Document Between Issues 1 & 2

1. Sign In Sheets to be secured in Locker No. 1 and any data >21 days old to be destroyed to ensure both track and trace and data protection requirements are met.
2. Hiring of boats and the cleaning process following approval of hire by the Trustees.
3. Changes to the law as of 14th September regarding groups of 6 in multi household groups in a COVID Secure area.
4. Allow multi household crews on double handers following approval by the Trustees.

Decision to Cancel the Sailing Day

24 hours in advance of the sailing day the Booking Coordinator (Dave Saddington) will check the three tests below. If any are true then he will inform the members who've booked as well as the OODs that sailing on the day has been cancelled:

1. If the Met office forecast for the Yeovil area contains any reference to wind conditions \geq 25mph then no sailing is permitted at the club.
2. If there are less than three OODs volunteered on Dutyman for the day
3. There are less than six members booked to sail on the day.

This guidance assumes sailing is going ahead.

OOD C

This is a new COVID specific role.

Obtain the List of Members Booked to Sail

If you've not received the list of members booked to sail 24 hours before the day then contact Dave Saddington (Booking Coordinator) fit.to.drop@live.co.uk. You'll need this to ensure that the number of people on site remains at or below [the current limit posted on the SBSC website COVID page](#).

Come Prepared

Read the COVID 19 Management Procedure and familiarise yourself with the OOD C role before arriving at the club for your duty.

Come dressed for the job and give yourself about 40 minutes to prepare the site.

You are responsible for:

Ensuring compliance with COVID 19 Management Procedure on shore and working together with OOD A & B who control activities on the water to provide a safe environment across the entire site.

Your Authority:

You have delegated authority from the club's Trustees to control all activity on shore including turning away people who persist in not complying with the COVID Management Procedures.

Preparing the Site:

Frequent use of sanitiser is essential. Dispensers are stored in the men's changing area along with large bottles of the concentrated solution which must be diluted (water first) before use in the dispensers in accordance with the instructions on the label.

Clubhouse check:

- Toilet outside doors and all toilet and changing room windows open
- Sanitise the toilet cubicle door handles inside and out
- Main clubhouse door locked
- Changing room barriers in place
- Sanitizer available near the entrance of each toilet area
- Cones near toilet doorways (both only access via external doors – female toilet access is via fire escape door near the buoy and anchor store)

Boat Shed:

- [Collect the key for Locker No. 1 from the Accessibility toilet and retrieve the OOD Log book.](#)
- [Search the OOD Log for any booking lists over 21 days old and destroy them.](#)
- Place cones and tape/rope across rigging area approach to force entry via boat shed
- Open boat shed side and end doors
- Place [a dated](#) Sign In Sheet and unused pen box and used pen tray on table
- Place Rules sheets on table
- Place Sanitizer on table

Training shed:

- Keep key with you so you are in sole charge of loaning equipment
- Use Buoyancy Aids off pegs at the back and hang them up on line after use
- Make sure sanitizer is inside door for use before and after collecting, distributing and storing equipment

[Hire Boats:](#)

[Check the List of Members Booked to Sail for hire boat requirements and work with OOD A and B to sanitise them. Refer to the Hire Boat Checklist at the bottom of this document for instructions.](#)

Working with OOD A & B

Use a radio to communicate with the OODs and the RO (if present) and cooperate with them to ensure a safe environment.

Working with Members on Site

Greet members, direct them through the boat shed, ensure that they sign in (for track and trace purposes), check that they have entered the site through boat shed, read the rules and sanitised their hands.

If members arrive who have not booked and bookings are below the current attendance limit then use your discretion to allow additional members into the club but it is essential to add their names and phone numbers to the track and trace list.

[As of 14th September the law requires that any multi household group must be limited to six people and members must avoid social interaction with anyone outside the group they are with, even if they see other people they know. Remind members on arrival and do whatever you can to ensure that the club complies with the law.](#) You should also aim to minimise the number of members on shore especially at pinch points around the club house by encouraging them to sail, move away to another part of the site or else leave the site.

Give the COVID Procedure Briefing at 10:30 before participants go on the water.

Raise the club flag after the briefing and once the OOD A and B confirm they are ready.

Be polite but also insist that members comply.

COVID Briefing Notes for OOD C

10:30 – socially distanced in rigging area

Welcome- RYA conservative and considerate sailing. >2m social distancing. Only on site for sailing and not spectating (except parents/guardians). Double handers may be sailed by crews from different households based on RYA 1m + mitigation advice (face masks, minimising time <1m apart, no shouting, avoid face to face and frequent sanitising of hands. Safety boat crew 1m+ rules – sanitise all contact points – avoid sharing equipment where possible. Observe the Rule of Six (law) and keep multi household groups to 6 people or less – best solution is not to congregate outside of household groups and to maintain >2m social distancing at all times.

Health check – No Covid symptoms for them or household. If so need 14 day quarantine.

Clubhouse – closed, no galley, changing room or showers. Toilets and handwashing only – one at a time, shout before entering to check empty. Kick a cone across the door to show you are in there. Don't forget to kick it back on leaving.

One way system – anticlockwise round clubhouse and 1st row of boats.

Boat rigging: Keep to own dinghy park area as much as possible while rigging and 2m distancing.

Are you **competent** to rig, launch, sail and recover your dinghy safely and unassisted in the prevailing conditions? Protect yourself and the club. Young sailors (U18) responsible adult nominated on site, own household to assist with rig launch and recovery.

Boat launching: Keep slip clear and launch quickly to stop a queue forming. Use tyre at waterline to prop bow and protect from scratches and keep your boat in place while you put your trolley out of the way. ...or tie to pontoon and/or hoist on water.

On the water: if not racing then keep safety boat / clubhouse in sight. Conservative and considerate = No deliberate multi capsizing as it takes attention from elsewhere, recovery of tired sailors ashore by body board if you cannot recover your dinghy, but will leave your boat and recover it later.

Recovery: Please stay on the water until you've finished sailing for the day unless you need the toilet or to enjoy a socially distanced lunch. Keep an eye out for others waiting to come in before you come in. Don't queue jump. Recover your trolley yourself quickly and take your boat back to your dinghy park space (do not leave at top of the slip or in rigging area). Don't forget the one way system.

Leaving the Site: Leave via the grass next to the Oppie storage. No need to report you're leaving the site.

Have fun

Checklist for Closing Up

Ask the OODs to ensure remaining sailors return to shore and drop the Club Flag no later than 4pm. Return the flag to the OOD desk.

Boat Shed

File the Sign In Sheet in the OOD-Log [in date order](#) and [lock it in Locker No.1. Put the key on a hook in the Accessibility Toilet.](#) Leave the Rules document on the Boat Shed desk. Close the doors.

Training Shed

Ensure all equipment is returned to the Training Shed, that the shed is locked and key returned.

Clubhouse

Close all windows. Turn off the water. Ensure the doors are locked. Turn off the Power. Check that the main doors and fire doors are secured.

Site

Agree with OOD A who will be securing [and sanitising](#) the gates.

Sanitise your hands before returning to your car and after locking the gates.

OOD A & B

What's Changed since Pre-COVID?

The roles are essentially the same as prior to COVID 19 except that the OOD C will prepare the on shore facilities and control all activity on shore. You are responsible for all activity afloat.

You need to be more conservative when deciding whether a sailor is competent to handle the conditions including launching and recovery without (non-household bubble) assistance. The aim is to avoid incidents that will lead to emergency recovery and non-compliance with distancing.

Collect sanitiser dispensers from the Men's changing room area and keep a bottle in each boat.

Use the sanitiser on your hands regularly and on all the equipment in the boat after touching it including fuel tanks, boat hooks, engine controls etc etc. Do not touch your face before sanitising your hands.

Bring your own face mask and face shield if you wish.

On the safety boat maintain at least 1 metre distancing at all times – there are 1 metre distance markers in the middle of the boat to remind you to keep your distance. The only EXCEPTION being when dealing with an incident. On shore maintain 2 metre distancing.

Avoid sharing equipment wherever possible for example each OOD could designate a boat to helm and if you want to change helm then swap boats. **Do not swap places on the water.**

Safety boat techniques to minimise exposure

- Maintain hailing distance >2m unless physical support is required.
- Escalation of rescue
 - Supervise from safe distance as sailor recovers own boat
 - Assisted capsize recovery
 - Choose techniques that minimise physical contact with dinghy– for example lift mast tip / shroud, hold bow into wind

- Tired / enfeebled sailor – take ashore towed astern on floatation sled (body board).
Then recover dinghy
- Ill / Injured / Unconscious Sailor – Treat as normal pre-covid – recover to safety boat
and take ashore, radio for assistance of emergency services.
- Where possible tow astern rather than alongside.
- If recovering a person to a safety boat consider how to minimise physical and face to face
contact.

*Document Reviewed by Merv Clark, Chris Bottomley(after trialling it), Phil Godfrey, Saffron Gallagher
and Tim Robertson.*

COVID-19 PROCESS FOR HIRING & SANITISING BOATS FOR MEMBERS

Note that there is no need to sanitise a boat, BA or other equipment if you are CERTAIN it has not been used in the preceding 72 hours.

<u>Item</u>	<u>Comment/Task</u>
<u>1.</u>	<u>Currently, the Club is allowing a minimum of 72 hours between uses of its boats by different members. If this interval cannot be achieved, each boat, equipment, trolley and BA is to be sanitised by OODs using one of the two sprays with lances and a diluted disinfectant solution.</u>
<u>2.</u>	<u>It is possible to book boats in advance on the Eventbrite system, so the OODs can sanitise such boats promptly after arrival.</u>
<u>3.</u>	<u>Boats are only to be hired to sailing members. If more than one in a party, they must be from the same household. A boat may only be hired once per day.</u>
<u>4.</u>	<u>Get the hire form completed, signed, the fee paid before the hire commences. Payment by BACS is acceptable: Lloyds, Sort 30-99-29; Account 00949687. Mark the form with which method of payment was used for follow-up action.</u>
<u>5.</u>	<u>All persons – including the OODs – must first of all sanitise their hands immediately before each hire. Gloves are an optional and useful additional precaution.</u>
<u>6.</u>	<u>Make sure one of the sprayers with a lance has sufficient sanitising fluid in it. This is disinfectant diluted with water in the ratio specified on the product when used as suitable for work surfaces (put the water in first to avoid frothing).</u>
<u>7.</u>	<u>If the boat has a cover, spray the edges and especially the straps and clips before removing it.</u>
<u>8.</u>	<u>Spray the deck and obvious contact areas of the boat and trolley, including gunwhales, centreboard/daggerboard, gooseneck, boom ends, sheets, halyards (as far as possible), other lines, tiller and tiller extension, trolley handles. Spray as far as possible from the water's edge.</u>
<u>9.</u>	<u>If using Club buoyancy aids, these too are to be sprayed.</u>
<u>10.</u>	<u>After rigging, all persons who have touched any part of the boat or cover are to sanitise their hands again.</u>
<u>11.</u>	<u>Leave the sprayed areas and items for 20 – 30 minutes to allow the disinfectant to take effect. Wipe off any surplus disinfectant and dispose of the cloth used in a bin.</u>
<u>12.</u>	<u>At the end of the hire and coming ashore, the user and anyone contacting the boat or trolley must sanitise their hands again. Used Club buoyancy aids are to be hung up in the training shed.</u>

MRC – 15 August, 2020