**Medway Yacht Club - CoVid 19 Site Safe Working Guidelines for staff, sub-contractors and Members**

(rev 8 17/7/20)

1. No person should attend the club whether a member of staff, a member, visitor or contractor if they have symptoms as defined by the government guidance on COVID-19. The government guidance defines symptoms as a high temperature, a new continuous cough or a loss of sense of taste or smell. You should not attend the club until you have been symptom free for 7 days. Please also do not attend the club if someone in your household has had symptoms within 14 days of them being symptom free.
2. Managing Risk – We will be undertaking further risk assessments in relation to all areas of the club and will be updating procedures to minimise the risk of transmission of COVID-19 within the club. It is essential that everyone complies with the guidance issued including within this document and displayed around the club and the risk assessments to keep themselves and other people at the club safe from the disease.
3. Should any person on site start showing Covid-19 symptoms, as described above, they should immediately inform the most senior member on site, either a flag officer or a member of staff. After that they should go home and self-isolate in accordance with Government Guidelines. If they are too ill to travel home independently an ambulance should be called by dialling 999 or 111.The person informed should immediately inform all on site and close the club. Everyone who has been in close contact should self-isolate once home in line with Government Guidance. The club will be closed for 72 hours with no staff or members on site. All members will be informed of the closure. After 72 hours a deep clean of the premises, paying particular attention to all places in contact with the casualty. Once the clean is complete the club will re-open.
4. Should any person who has been on site in the previous 7 days develop Covid-19, they should contact the club, if they can, or the club will be contacted by the NHS Track and Trace System. If their visit was in the preceding 72 hours then the club should be closed until the 72 hour mark is passed and the membership informed. After that the club premises should be subjected to a deep clean paying particular attention to all places in contact with the casualty. Once the clean is complete the club will re-open.
5. Travel to the Club should be in personalised transport: one household per vehicle. Public transport should be avoided except where there is no other alternative. When arriving at the club you should wash your hands in accordance with government guidance (with soap and water for at least 20 seconds), using the facilities in the changing rooms, or if it is not possible to wash your hands use hand sanitiser with an alcohol content of at least 60%. A member who is going to work on their boat in the car park may use one of the taps there if they provide their own soap and towel.
6. The Club House, including the bar and galley, will be open to members from 4th July. The Club House Toilets will be open for members’ use from 1st August. If queueing for access, distancing conforming to Government Guidelines should be observed. The changing room doors will be kept open during the days to avoid the need to touch. All members are requested to wash their hands before and after visiting the facilities.
7. The changing rooms are open from 1st August. To maintain social distancing access to the changing rooms is limited. If possible members should arrive at the club dressed for the task they are going to perform. If the changing rooms are used social distancing must be observed at all times. To aid this the benches against the wall are marked with 2m sections showing where members can change. The door to the changing rooms will be blocked open so for security reasons no personal items. Including clothing, should be left there unattended. It is recommended that kit bags etc should be removed from the changing rooms and stored in an alternative secure area. Sanitising wipes are provided for members to wipe down the benches they use before and after use.
8. Prior arrangement with the Bosun is required before use of the slipway and bringing any more boats or equipment to the club.
9. The galley and bar will be open on Saturdays and Sundays from 4th July serving a limited menu. Additionally the bar will be open on Friday evenings from 17th July. From Wednesday 5th August the Bar and Galley will be open, taking advantage of the Government “Eat Out to Help Out” scheme. Tables must be booked in advance for a maximum of 4 people per table. Members should follow the queueing signs and the one way system. Opening times will be broadcast to members by email and on the web site.
10. Members may visit site to access their boats and partake in recreational sailing. At this time they should be restricted to their own boat, their own personal transport and the changing room toilet facilities. They should be encouraged to wash their hands before and after use of the changing room facilities. At this time we are advised that staying on your boat or on club premises overnight is permitted from 4th July.
11. Members are encouraged to use their own tenders wherever possible. Invicta is available as a trot boat during the week for cruiser launching to pick up owners from their moored boat under instruction of the helmsman. This will only be driven by an authorised staff member. At weekends a restricted trot boat service with a maximum of four passengers from one household only per trip. Use of the trot boat should follow the updated Covid-19 compliant Trot Boat Procedure
12. When sailing at the club members should comply with the relevant cruiser or dinghy sailing policy. Limited safety cover is available for recreational sailing within Government Guidelines for social distancing on Sunday afternoons. To take advantage of cover sailing must take place within sight of the club house.
13. Training for small groups of single handers and Paddleboards is available from Ju;y. Times of sessions will be publicised via email and social media. Shorebased training is available for limited numbers in the Library within strict social distancing limits.
14. It is planned to start organised racing from 25th July. This will be held in accordance to the RYA interpretations of Government Covid-19 Safety Guidelines as documented in the NoR. Each skipper taking part must sign the race declaration to indicate that they will comply with the NoR in addition to the normal declarations.
15. Bellis will be available for qualified members use. The member using the boat must follow the updated Covid-19 compliant Club Boat Procedure. The member should wash their hands using the wash station at the end of the pontoon both before and after use and should wipe down all contact surfaces with the spray supplied, again before and after use. The number of people that can be in the boat is limited to 4 from the same household.
16. Members should not have deliveries sent to the club at this time.
17. It is a member’s responsibility to make their contractors aware of this policy and that they should report to the Office or Bosun by telephone when they arrive. They need to complete the contactor’s declaration form at the office when they arrive.
18. Rubbish should be placed in the bins provided. The handles to open the lids should be wiped before and after use. After using the bin, it is important that the member washes their hands or uses suitable sanitiser
19. The office will be open for the use of office personnel only. The number of staff permitted to work in the office at any one time will be limited by the Government Guidelines on social distancing. Members’ access will be restricted and should follow the instructions displayed on the door. Payments will only be accepted online or by phone.
20. The Bosun’s workshop will remain closed to members. Use of commonly shared areas such as the Bosun’s shed should be restricted In the event that another person needs to enter or use this facility they must maintain 2m distancing from anyone else. Their hands should be washed / sanitised before and after entering the facility.
21. Under circumstances where a task requires two persons from different households to work together they should assess the associated risk to ensure that they can safely complete the task and stay 2 m apart. If this is not possible at all times the activity should not go ahead unless it is deemed essential. If it is deemed to be essential then all mitigating actions possible to reduce the risk of transmission should be taken such as:

• Further increasing the frequency of hand washing and surface cleaning.

• Keeping the activity time involved as short as possible.

• Using screens or barriers to separate people from each other.

• Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.

• Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others).

1. Meetings should be held outdoors, whilst maintaining the safe distance, or by telephone or video conferencing.
2. Avoid sharing tools. If you must use tools which you know or believe may have been used by another person within the past 72 hours wash / sanitise the tool and your hands before and after use.
3. Operation of plant should be restricted to one identified person. Wash / sanitise hands before and after each use.
4. Site access gates and changing room facilities should only be opened by the first authorised staff member. If anyone else needs to open or close gates they must wash, their hands after using.
5. Face masks or extra PPE are not generally required to be worn at this time, but operatives may wear them if they wish to do so, in which case it is their responsibility to ensure they are used correctly.
6. Everybody from different households should maintain the safe working distance of 2m from each other on site at all times. In areas which are enclosed so that it is impossible to maintain a 2m distance only one person should be in that area at any one time..

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Information source

CDC.gov

HSE- COVID

RYA- Guidance

Good housekeeping