



BLAIRGOWRIE YACHT SQUADRON INC.



Covid Safe Plan

June 2022

Introduction

The information within this document provides a guideline for our internal service offering and decision-making processes at BYS.

We have a wide range of unique considerations and the club will use risk assessment tools and processes to make the most effective decisions, while referring to the relevant government agencies. 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.

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. We will provide direct links to the current regulations, however we will not look to duplicate all the reporting as this is available online.

On an ongoing basis, we are carefully reviewing industry specific guidance that affects boating activities, such as advice for the sport and hospitality sectors, as well as paying attention to any guidance for specific sections of our community.

All current BYS information related to the coronavirus and how it directly relates to our facility, including our roadmap for reopening is available by visiting our news webpage bys.asn.au.

BYS Guiding Principles

These are BYS guiding principles that underpin our decision-making. We will encourage all internal decision makers to use these principles to inform their own decisions during the Covid-19 period.

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.

Regarding on-water activities we will follow Australian Sailings advice in line with the regulations

We will take a take a considerate and conservative approach

- Considerate: be mindful of the potential impact on BYS stakeholders
- Conservative: help to minimise risk by taking a conservative approach to our service offerings

Covid Team

BYS 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 the Executive Committee.

The team comprises:

Commodore: **Matt McCarthy**

General Manager: **Andrew Cooper**

Sailing: **Michelle deBlaquiere**

Marina: **Kosta Stefanou**

Food & Beverage: **Dave Sherlock**

The group will:

- Recommend policies to the Executive Committee identifying how the Club will operate under government guidelines
- Oversee the implementation of BYS service offering in line with those guidelines
- Communicate all relevant information to BYS 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.](#)

As BYS service offering is across several industry sectors:

- Restaurants, cafes, bars, pubs and nightclubs
- Community facilities
- Marina
- Sport & exercise
- Entertainment and culture
- Religion and ceremony

On-Water Regulations

BYS 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.

[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.

BYS will provide direct and current links to the Australian Sailing COVID guidance on our Coronavirus web page www.bys.asn.au

Marina

In regards to the Marina BYS will be guided by the Boating Industry Association of Victoria biavic.com.au and the Marina Industry Association marinas.net.au

Vaccination

- Patrons will not be required to have two doses or show their vaccination status before entering any venue.
- The requirement for staff and patrons of venues to check-in using the Service Victoria app will end, with operators not required to keep any attendance records or maintain a COVID-19 Check-in Marshal.

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.

[Click here to view the current Hospitality Industry Guidelines](#)

The COVID safe plan is grouped into the following:

- Face Masks
- Quarantine and Isolation
- Workplace Contacts
- Hygiene

Face Masks

Face masks will no longer be required in hospitality.

Quarantine and Isolation

Close contacts will no longer have to quarantine – provided they wear a face mask indoors and avoid sensitive settings. They will also need to undertake at least five negative rapid tests over the seven days that would previously have been the self-quarantine period.

People are exempt from testing or quarantine for 12 weeks if they have had COVID-19 – up from 8 weeks. The essential requirement to isolate for seven days following a COVID-19 diagnosis is retained.

Workplace Contacts

Individuals will be required to notify their workplace contacts.

Workplaces won't have to individually identify and notify each potentially exposed worker.

Hygiene

Cleaning of the Clubhouse in accordance with best practice guidelines along with hand sanitiser provided.

Communications

We will communicate our Covid measures clearly, accurately and in a well-timed manner on a wide range of platforms. This will comprise communications via email newsletter, website, social media, onsite signage, verbally and in-person onsite.

We will provide updates as necessary; seek feedback, listen and respond.

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 Victorian Government guidelines.

Staff Training and Inductions

The Club House Manager has completed the Government training requirement – Operating a hospitality business in a Covid-19 environment. This covers;

- Understanding Covid-19
- Workplace health and safety in a Covid-19 environment
- Preparing the business for operations
- Operating the business within COVID restrictions

Staff safety and wellbeing is paramount. Processes are in place including inductions, information and training.

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, including conducting pre-shift health checks, reading and understanding the information provided and adhering to rules to reduce intermixing between staff and patrons where possible.

Processes have been set out that deal with arrival at work, use of change/shower facilities, personal hygiene and professional appearance, sanitising of hands before entering shared zones, working through the checklist for staff before each shift, how to help prevent the spread and reduce our risk of virus including the supply of reference materials.

Additionally, staff have been advised and educated on symptoms, the requirement to stay at home if unwell, the use of work areas, shared workstations and the reporting requirements should it become known they have been in close contact with a confirmed case of coronavirus (COVID-19)

Our COVID Safe Plan

Business name: Blairgowrie Yacht Squadron Inc

Site location: 2900 Point Nepean Road Blairgowrie

Contact: Andrew Cooper

Phone: 03 5925 9600

Date prepared: 7 October 2021 / Revised 20 April 2022

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
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.	<ul style="list-style-type: none">• Staff to familiarise themselves with Cleaning and disinfecting to reduce COVID-19 transmission – Cleaning and disinfecting to reduce COVID-19 transmission tips for non-healthcare settings• Rubbish bins available throughout the worksite.
Where possible: enhance airflow by opening windows and adjusting air conditioning.	<ul style="list-style-type: none">• Officer to monitor on site locations for possibilities of improving air flow through working sites throughout the facility at the start of each shift/day.
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).	<ul style="list-style-type: none">• All onsite staff to complete online Coronavirus Safety at Work Online Course https://www.sentrient.com.au/covid-19-coronavirus-courses• Staff must not attend work if they are feeling unwell.• Reference: https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).	<ul style="list-style-type: none">• Cleaning of the building• Staff to acquaint themselves with the correct way to sanitise. Refer Cleaning and disinfecting to reduce COVID-19 transmission tips for non-healthcare settings document.• High use areas to be identified and regularly cleaned and disinfected.
Ensure adequate supplies of cleaning products, including detergent and disinfectant.	<ul style="list-style-type: none">• Onsite staff to notify AC if they notice short supply.• Appropriate sanitiser to be available

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
Ensure that any staff that need work from home due to isolation requirements, do work from home.	<ul style="list-style-type: none"> • Staff to work from home where practical and have access to server via VPN connection. • All incoming lines diverted to mobiles if required.
Covid positive employees	<ul style="list-style-type: none"> • Workers who test positive must not attend work.

Protect yourself and those around you

Wash your hands regularly



1. Wet your hands



2. Put soap on your hands



3. Rub the soap over all parts of your hands for at least 20 seconds



4. Rinse your hands under running water



5. Dry your hands thoroughly with a disposable paper towel or hand dryer



Staying apart keeps us together

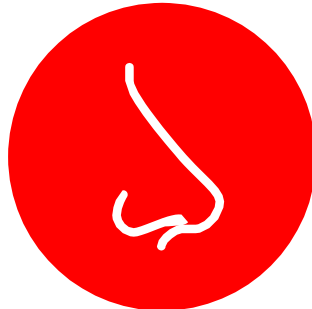
For more information about COVID-19,
please visit vic.gov.au/coronavirus

Slowing the spread of coronavirus

Staying apart keeps us together



Wash your hands often with soap and running water, for at least 20 seconds. Dry with paper towel or hand dryer



Try not to touch your eyes, nose or mouth



Cover your nose and mouth with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your upper sleeve or elbow



Phone your doctor or the hotline - 1800 675 398 - if you need medical attention



Continue healthy habits: exercise, drink water and get plenty of sleep



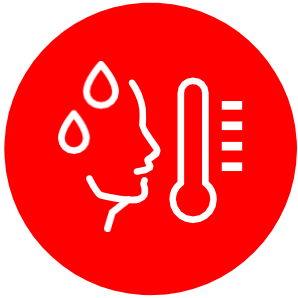
Buy an alcohol-based hand sanitiser with over 60% alcohol

Find out more [dhhs.vic.gov.au/coronavirus](https://www.dhhs.vic.gov.au/coronavirus)

If you are concerned, call the **Coronavirus hotline 1800 675 398 (24 hours)**

Please keep Triple Zero (000) for emergencies only

Please do not enter
this venue if you are
experiencing:



fever



chills or sweats



cough



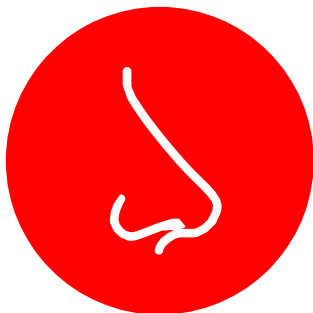
sore throat



shortness of breath



runny nose



loss of sense
of smell

Go home
and get tested

Staying apart keeps us together

For more information about COVID-19,
please visit vic.gov.au/coronavirus

Protect yourself and those around you

Cover your cough and sneeze



Cover your mouth and nose with a tissue when you cough or sneeze



Put your used tissue in the rubbish bin



If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands



Wash your hands with soap and running water. Dry your hands thoroughly with a disposable paper towel or hand dryer

Staying apart keeps us together

For more information about COVID-19, please visit vic.gov.au/coronavirus

