



COVID-19 SAFETY PLAN

Club	Parkdale Yacht Club Inc.
Location	Beach Rd, Parkdale VIC 3195
Commodore	Lachlan Smale
Contact Email	commodore@parkdaleyc.com
Contact Mobile Number	0448 371 137

Other key documents:

- Sports Australia, COVID-19 and Sporting Activity, available:
<https://www.ais.gov.au/health-wellbeing/covid-19 - return to sport toolkit>
- Sports Australia, Return to Sport, available:
<https://www.sportaus.gov.au/return-to-sport - covid-19 safety plan>

Table of Contents

1. Introduction.....	3
2. Key Principles	3
3. Responsibilities under this Plan.....	4
3.1 Victorian Government Restrictions	5
3.2 On-Water Regulations	5
3.3 Hospitality Guidelines (Food & Beverage Outlets)	5
3.4 Covid-19 Response	6
4. Return to Sport Arrangements.....	6
4.1 AIS Framework Arrangements	7
4.2 Roadmap to a COVIDSafe Australia	7
4.3 Roadmap to a COVIDSafe Victoria	7
5. Recovery.....	8
6. Summary.....	8
Appendix: Outline of Return to Sport Arrangements.....	10
Part 1 – Sport Operations	10
Part 2 – Facility Operations	12

1. Introduction

The purpose of this COVID-19 Safety Plan (**Plan**) is to provide an overarching plan for the implementation and management of procedures by **Parkdale Yacht Club (PYC)** to support **PYC** and its members and participants in the staged resumption of community sport and club activities.

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 govern the general operation of the PYC, any facilities it controls, the racing/training behaviour of all members and participants and the monitoring and reporting of the health of attendees at PYC facilities.

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

- a. staged training and competition activities (sport operations); and
- b. facility management and supporting operations (facility operations).

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

2. Key Principles

This Plan is based on, and accepts, the AIS [Framework for Rebooting Sport in a COVID-19 Environment](#) (**AIS Framework**) and the [National Principles for the Resumption of Sport and Recreation Activities](#) (**National 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, coaches, officials, administrators/volunteers, families and the broader community need to be engaged and briefed on PYC's return to sport 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;
- Training cannot resume until the arrangements for sport operations and facility operations are finalised and approved, if necessary; and
- At every stage of the return to sport process PYC must consider and apply all applicable State and Territory Government and local restrictions and regulations. PYC needs to be prepared for any localised outbreak at our facilities, within our competitions or in the local community.

3. Responsibilities under this Plan

PYC 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 PYC 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 PYC 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	Ross Clayfield
Contact Email	manager@parkdaleyc.com
Contact Number	0412 544 394

PYC expects all members, 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 PYC;
- 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.

3.1 Victorian Government Restrictions

The current restriction levels are regularly updated on the Victorian Government website.

<https://www.coronavirus.vic.gov.au/industry-restriction-levels-victoria>

3.2 On-Water Regulations

PYC will continue to be guided by the interpretation Australian Sailing make of the relevant guidelines of the day pertinent to our on-water activities including racing and training. As these progress or retract, we will respond.

<https://www.sailingresources.org.au/covid-19/>

If you have any general questions regarding return to sailing, contact Meaghan Densley meaghan.densley@sailing.org.au or the DHHS COVID hotline on **1800 675 398**.

3.3 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.

<https://www.coronavirus.vic.gov.au/coronavirus-sector-guidance-accommodation-and-food-services>

Cleaning and disinfecting guidelines.

<https://www.coronavirus.vic.gov.au/preventing-infection-workplace#cleaning-and-disinfection>

3.4 Covid-19 Response

Steps to take if a participant or staff member is suspected or confirmed to have Covid-19;

1. ISOLATE: Remove the person from others. SafeWork Australia recommends giving the person a face mask, if possible. Quarantine in the Store Room or outside as appropriate until suitable transport has arrived.
2. INFORM: Follow the recommended guidelines below.

<https://www.coronavirus.vic.gov.au/confirmed-case-workplace>
3. TRANSPORT: 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
4. CLEAN: Close off the affected areas and do not let others use or enter them until they have been cleaned and disinfected. Contact the clubs contracted cleaner to conduct a deep clean (Laurel Cleaning 1300 613 813 or 0407 684 062). Open outside doors and windows if possible, to increase airflow. All areas, for example offices, bathrooms, common areas and equipment or PPE that were used by the person concerned must then be thoroughly cleaned and disinfected. For further information on how to clean and disinfect [CLICK HERE](#)
5. IDENTIFY: Find out who at the workplace had close contact with the infected person (including up to 48 hours before they first started experiencing symptoms). This information can be found through the office attendance register and the course attendance sheets.

Close contact means anyone who has been face-to-face for at least 15 minutes with the infected person or has been in the same space as them for two hours. Those employees/ participants should then be sent home to isolate and get tested. If the infected employee/ participant had contact with large parts of the workplace, all employees/ participants may have to self-isolate for 14 days.
6. REVIEW: Review COVID-19 risk management controls, in consultation with all staff and management, and assess and decide whether any changes or additional control measures are required.

4. Return to Sport Arrangements

As at the date of this Plan, participants are training at Level B, step 1 of the AIS Framework. The Plan outlines specific sport requirements that PYC will implement for Level B and Level C of the AIS Framework.

PYC will transition to the training activity and facility use as outlined in Level B of the AIS Framework and the training/competition activities and facility use outlined in Level C of the AIS Framework when permitted under local restrictions and regulations.

4.1 AIS Framework Arrangements

The protocols for conducting sport operations and facility operations under Level B and Level C of the AIS Framework are set out in the Appendix.

4.2 Roadmap to a COVIDSafe Australia

PYC will also comply with the Australian government's [Roadmap to a COVIDSafe Australia](#), which places 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 AIS Framework (see below).

AIS Activities	Level A:	Level B:		Level C:	
	Training in no more than pairs. Physical distancing required.	Indoor/outdoor activity. Training in small groups up to 10. Physical distancing required.		Full sporting activity (training and competition) allowed. No restriction on numbers. Contact allowed.	
Roadmap Activities	N/A	Step 1:	Step 2:	Step 3:	Further steps TBC
		No indoor activity. Outdoor sport (up to 10 people) consistent with AIS Framework.	Indoor/outdoor sport up to 20 people. Physical distancing (density 4m ²).	Venues allowed to operate with up to 100 people with physical distancing. Community sport expansion to be considered consistent with AIS Framework.	

4.3 Roadmap to a COVIDSafe Victoria

PYC will also comply with the Victorian government's [Victoria's Roadmap: Metropolitan Melbourne](#), which places additional limits on the type of activity that can be conducted and number of people that can gather at facilities.

5. Recovery

When public health officials determine that the outbreak has ended in the local community, PYC will consult with relevant authorities to identify criteria for scaling back its COVID-19 prevention actions. PYC will also consider which protocols can remain to optimise good public and participant health.

At this time the Committee of PYC 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. Summary

RECOMMENDATION	GUIDANCE	CLUB ACTION
Provide and promote hand sanitizer stations. Ensure adequate supplies of hand soap and paper towel.	<ul style="list-style-type: none"> • Locate hand sanitizer stations throughout club rooms. • Ensure rubbish bins are located to dispose of paper towel. • Ensure adequate supplies of hand sanitizer and hand soap. • Ensure information is displayed on how to clean hands correctly. 	Locate hand sanitizer stations at all external entry points to club. Check daily rubbish bins emptied and paper towel replenished. Check daily. Check daily.
Where possible enhance airflow within the club rooms.	<ul style="list-style-type: none"> • Ensure windows are opened and air conditioning used to optimize airflow. 	Check daily operation of air conditioner and position of windows.
Ensure face masks are worn by all attendees older than 8yo while indoors.	<ul style="list-style-type: none"> • Ensure information is displayed on correct fitting of face mask. 	Monitor compliance of attendees.
Promote good hygiene practises and minimise the spread on Coronavirus (Covid-19).	<ul style="list-style-type: none"> • Educate participants on correct hand and cough hygiene. • Reinforce the importance of not attending if feeling unwell. 	Check daily. Display posters around club. Remind at briefings.
Minimise use of communal items.	<ul style="list-style-type: none"> • Install contactless equipment. • Provide staff with their own equipment. 	Where possible provide no touch equipment. Assign equipment to staff and sanitise after use.

Increase cleaning and disinfect high touch surfaces regularly.	<ul style="list-style-type: none"> • Identify appropriate cleaning products. 	Wipe down high touch surfaces with disinfectant twice daily.
Ensure adequate cleaning products are supplied.	<ul style="list-style-type: none"> • Monitor cleaning supplies and restock as required. 	Check weekly.
Ensure minimum social distancing is maintained.	<ul style="list-style-type: none"> • Promote 1.5m separation between people. 	Display minimum distancing posters around club.
Ensure maximum density limits are maintained indoors.	<ul style="list-style-type: none"> • Promote compliance of 1 person per 4 square metres indoors. • Promote minimising time in shared facilities. 	Display maximum number posters for each area around the club. Encourage participants to minimise time in change rooms and consider changing prior to arrival where possible.
Establish a process to record all attendees of the club.	<ul style="list-style-type: none"> • Provide information on protocols for recording attendees. 	Display Vic Gov QR code check in throughout club. Check and record attendees vaccination status at registration.

Appendix: Outline of Return to Sport Arrangements

Part 1 – Sport Operations

Area	Plan Requirements (for activities under AIS Framework Level B)	Plan Requirements (for activities under AIS Framework Level C)
Approvals	<p>The club must obtain the following approvals to allow a return to training at Level B:</p> <ul style="list-style-type: none"> • State/Territory Government approval of the resumption of community sport. • Relaxation of public gathering restrictions to enable training to occur. • Local government/venue owner approval to training at venue, if required. • National/state sporting body/local association approval of return to training for community sport. • Club committee has approved return to training for club. • Insurance arrangements confirmed to cover training. 	<p>The club must obtain the following approvals to allow a return to training/competition at Level C:</p> <ul style="list-style-type: none"> • Relaxation of public gathering restrictions to enable training to occur. • Local government/venue owner approval to training/competition at venue, if required. • National/state sporting body/local association approval to return to training/competition for community sport. • Club committee has approved return to competition for club. • Insurance arrangements confirmed to cover competition.
Training Processes	<ul style="list-style-type: none"> • Club to emphasise AIS Framework principle of “Get in, train, get out” – arrive ready to train. • Length and scheduling of training sessions to reduce overlap. • Clearly outline nature of training permitted (e.g. small groups to train and for team meetings, equipment/skill drills able to be used, certain sport activities not permitted during Level B training, no contact including high fives/hand shaking, no socialising or group meals). • Defined training areas for each training group, maintaining base density requirement of 4 square metres per person and physical distancing (>1.5 metres). • Sanitising requirements, including use of sanitising stations. • Treatment of shared equipment (e.g. sanitise equipment before, during, after sessions) and use of such equipment to be limited. • No sharing of personal equipment. 	<ul style="list-style-type: none"> • AIS Framework principles – full sporting activity that can be conducted in groups of any size (subject to COVIDSafe Roadmap) including full contact. • For larger team sports, consider maintaining some small group separation at training. • Limit unnecessary social gatherings. • Clearly outline nature of training permitted. • Access to treatment from support staff. • Sanitising requirements continue from Level B. • Treatment of shared equipment continues from Level B. • Personal hygiene encouraged (e.g. wash hands prior to training, no spitting) • Avoid coughing where possible and if so conduct in a discrete manner

	<ul style="list-style-type: none"> • Personal hygiene encouraged (e.g. wash hands prior to training, no spitting or coughing). • Guidance for travel arrangements (e.g. physical distancing on public transport, limit car pool/taxi/Uber use). • Training attendance register kept. 	<ul style="list-style-type: none"> • Training/playing attendance register kept.
Personal health	<ul style="list-style-type: none"> • Graded return to sport to avoid injury. • Advice to players, coaches, volunteers to not attend if unwell (including any signs/symptoms of cold, flu, COVID-19 or other illness). • Washing of hands prior to, during and after training and use of hand sanitiser where available. • Avoid physical greetings (i.e. hand shaking, high fives etc.). • Avoid coughing, clearing nose, spitting etc. • Launder own training uniform and wash personal equipment. 	<ul style="list-style-type: none"> • Requirements continue from Level B.
Hygiene	<ul style="list-style-type: none"> • Any safe hygiene protocols distributed by national/state sporting body or local association that will be adopted by club. • Guidelines for sanitisation and cleaning, including requirements for sanitisation stations. 	<ul style="list-style-type: none"> • Hygiene and cleaning measures to continue from Level B.
Communications	<ul style="list-style-type: none"> • How club will brief players, coaches and volunteers on return to training protocols including hygiene protocols (e.g. letter, email, text/WhatsApp message, Facebook post) and reinforcement of hand washing and general hygiene etiquette. • Endorsement of government COVIDSafe app and encouragement to players, coaches, members, volunteers and families to download and use app. • How Club will promote good personal hygiene practices in and around training sessions and in Club facilities (e.g. posters in bathrooms). • How individuals can access mental health and wellbeing counselling services]. 	<ul style="list-style-type: none"> • How Club will brief players, coaches, members, volunteers and families on Level C protocols including hygiene protocols (e.g. letter, email, text/WhatsApp message, Facebook post) and reinforcement of hand washing and general hygiene etiquette. • Continued endorsement of government COVIDSafe app and encouragement to players, coaches, members, volunteers and families to download and use app. • How individuals can access mental health and wellbeing counselling services.

Part 2 – Facility Operations

Area	Plan Requirements (for activities under AIS Framework Level B)	Plan Requirements (for activities under AIS Framework Level C)
Approvals	<p>The club must obtain the following approvals to allow use of club facilities at Level B:</p> <ul style="list-style-type: none"> • State/Territory Government approval of the resumption of facility operations. • Local government/venue owner approval to use of facility, if required. • Club committee has approved plan for use of club facilities. • Insurance arrangements confirmed to cover facility usage. 	<p>The club must obtain the following approvals to allow use of club facilities at Level C:</p> <ul style="list-style-type: none"> • State/Territory Government approval of the resumption of facility operations. • Local government has given approval to use of facility, if required. • Club committee has approved plan for use of club facilities. • Insurance arrangements confirmed to cover facility usage.
Facilities	<ul style="list-style-type: none"> • Parts of facilities that are available during Level B restrictions; limit to toilets and medical facilities and minimise use of communal facilities. • Hygiene and cleaning protocols. • Provision of appropriate health and safety equipment, Personal Protective Equipment (PPE) and personal hygiene cleaning solutions. 	<ul style="list-style-type: none"> • Return to full use of Club facilities. • Hygiene and cleaning protocols measures as per Level B. • Provision of appropriate health and safety equipment, Personal Protective Equipment (PPE) and personal hygiene cleaning solutions as per Level B.
Facility access	<ul style="list-style-type: none"> • Details of any health screening measures (e.g. temperature checks etc.) prior to entry to any facilities and any privacy measures club will take to protect sensitive health information. • Restrictions on facility access to limit anyone who has: <ul style="list-style-type: none"> – COVID-19 or has been in direct contact with a known case of COVID-19 in the previous 14 days. – Flu-like symptoms or who is a high health risk (e.g. due to age or pre-existing health conditions). – Travelled internationally in the previous 14 days. • Who may attend the club facilities: only essential participants should attend to minimise numbers; not more than one parent/carer to attend with children; gathering numbers should not exceed government allowances (COVIDSafe Roadmap maximum gatherings: Step 1 (10 	<ul style="list-style-type: none"> • Continue Level B protocols as appropriate. • Who may attend the club facilities: gathering numbers should not exceed government allowances (COVIDSafe Roadmap maximum gatherings: Step 1 (10 people), Step 2 (20 people), Step 3 (100 people)). • Any spectators should observe physical distancing requirements (>1.5 metres) and density requirements (one person per 4 square metres). • Managed access including separate entry/exit points, managed traffic flows, stagger arrival/departure times. • Non-essential personnel to be discouraged from entering change rooms. • Physical distancing protocols including use of zones in clubrooms, change rooms, bar/canteen including by use of physical zone indicators. • Bar/canteen operations to include food and cash handling protocols, hygiene and cleaning measures and established zones.

	<p>people), Step 2 (20 people), Step 3 (100 people))</p> <ul style="list-style-type: none"> Any spectators should observe physical distancing requirements (>1.5 metres). Detailed attendance register to be kept. 	<ul style="list-style-type: none"> General advice on physical distancing in club facilities including discouraging face to face meetings where possible, restricting site visitors, deferring or splitting up large meetings. Detailed attendance register to be kept.
Hygiene	<p>Any safe hygiene protocols distributed by national/state sporting body or local association that will be adopted by club including:</p> <ul style="list-style-type: none"> Availability of hand sanitiser at entry/exit points to venue and elsewhere. Protocols for sanitising stations, sanitising shared equipment, uniforms. Cleaning standards – increase regular cleans and frequent wiping of high touch surfaces. Displaying posters outlining relevant personal hygiene guidance. Avoiding shared use of equipment. Provide suitable rubbish bins with regular waste disposal. Guidelines for sanitisation and cleaning of Club facilities]. 	<ul style="list-style-type: none"> Continue hygiene and cleaning measures as per Level B].
Management of unwell participants	<ul style="list-style-type: none"> Isolation/medical requirements for all players, members, volunteers and their families at the onset of any symptoms including club facilities that can be used to manage symptomatic participants. Training of volunteers/club management on treatment of symptomatic participants and disinfecting of facilities used by such participants. Notification protocols for notifying public health authorities and other attendees of symptomatic participants. 	<ul style="list-style-type: none"> Measures as per Level B.
Club responsibilities	<p>The club will oversee:</p> <ul style="list-style-type: none"> Provision and conduct of hygiene protocols as per the Plan. The capture of a record of attendance at all training and club activities and maintaining an up-to-date log of attendance. Coordination of Level B field and training operations. Operation of the club's facilities in support of all Level B training activities in accordance with this Plan. 	<p>As per Level B.</p>