



Safety Beach Sailing Club  
**COVIDSafe**  
**Policy & Plan**

May 2022  
Ver 2.0



# COVIDSafe Policy & Plan – Safety Beach Sailing Club

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Organisation name: **Safety Beach Sailing Club** ABN/ACN: **25 795 205 347**

Site QR code/s: **C3L LYN**

Location: **Safety Beach Community Centre**  
**185 Marine Drive, Safety Beach, Victoria.**

Plan completed by: **SBSC Risk Management Committee**

Plan approved by: **SBSC Executive Committee**

Date reviewed: **30<sup>th</sup> April 2022**

Next review: **July 2022**

Organisation acknowledgement of responsibilities and obligations under the Pandemic Orders:

Name: **Tony Christmas** Signature *T Christmas*

Executive Position: **Vice Commodore**

## COVID-19 Safety Policy & Plan – Responsibilities

The Safety Beach Sailing Club retains the overall responsibility for the effective management and implementation of the return to sailing and boating activities and operations outlined in this Plan.


The arrangements set out in this Plan are intended to prevent the transmission of COVID-19 among members, visitors, families, employees, and the broader community. The Plan provides the framework to govern the general operation of SBSC and the facilities it controls.

Safety Beach Sailing Club together with Australian Sailing strongly encourages our sailing community to get vaccinated.

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

The SBSC Executive Committee is responsible for:

- Approving the Policy & Plan and overseeing the implementation of the arrangements in the Plan; and
- Revising the Plan as required to ensure it reflects up to date information from government and public health officials. The guiding principles of the SBSC CovidSafe Plan is to protect the health and safety of members, volunteers, contractors, participants, visitors, families, employees, and the broader community.



The SBSC Executive Committee will be guided by:

- 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.
- Australian Sailings advice for on-water activities in line with the Victorian State Government and Sport Australia sector guidance for sport, exercise and physical recreation.

The Safety Beach Sailing Club expects all members, participants, contractors, visitors, volunteers, families, employees and the broader community to:

- Comply with the health directions of Victorian State Government and public health authorities as issued from time to time.
- Understand and act in accordance with this Plan and its appendices as amended from time to time.
- Comply with any testing and precautionary measures implemented by the Safety Beach Sailing Club.
- Act with honesty and integrity regarding 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.

SBSC COVID-19 information sources include, but are not limited to:

- [Department of Health and Human Services](#)
- [Australian Government Department of Health](#)
- [Victorian State Government - Coronavirus](#)
- [Victorian Department of Health – Pandemic Order Register](#)
- [Victorian Government – Coronavirus – Sport exercise and physical recreation sector guidance](#)
- [Sport Australia](#)
- [Australian Sailing](#)
- [Mornington Peninsula Shire](#)
- [RACV – Victoria new Covid rules explained](#)
- [Community Clubs Victoria](#)
- [Boating Industry Association of Australia](#)



The SBSC CovidSafe Plan is supported by the following documents:

**Snooks Catering CovidSafe Plan** (Appendix 1) guided by Hospitality Industry Guidelines for Covid-19. Click [HERE](#) for current industry settings the current requirements include that:

- **Patrons will no longer be required to have two doses or show their vaccination status** before entering any venue. Check-in using the Service Victoria app will also end.
  - **Face masks will no longer be required in hospitality and retail settings**, or at events of any size.
  - The **existing two-dose and three-dose vaccination mandates for workers** are still required.
  - **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 rapid tests that produce a negative result over the seven days.
  - **Individuals will be required to notify their workplace contacts**, in addition to informing their social contacts. Workplaces won't have to individually identify and notify each potentially exposed worker.
  - COVIDSafe Plans are still required in all workplaces.
- **SBSC Sailing CovidSafe Plan – OTB and Keelboats** is guided by Australian Sailing, Sport Australia and Victorian State Government sector guidance for sport, exercise and physical recreation – click [HERE](#) for current industry settings.
  - **Safety Beach Community Centre** users including **Australian Volunteer Coast Guard VF6** will have the relevant CovidSafe Plan for their activity and use of the premises.


## COVID-19 Safe Team

SBSC has appointed the following people as the COVID-19 Safe Coordinator Team to execute the delivery of the Plan as required and to act as a point of contact for information relating to this Plan:

| Area or Operation                                                                              | Name                                         |
|------------------------------------------------------------------------------------------------|----------------------------------------------|
| <b>Covid-19 Officer</b>                                                                        | Commodore / Vice Commodore                   |
| <b>Hospitality Activities</b> – Dining / Bar / Kiosk / Kitchen / Storage / Deliveries.         | Snooks Catering – David and Deirdre Snooks   |
| <b>Covid-19 Marshal &amp; Check-in Coordinator &amp; Assistants</b><br>(appointed as required) | Executive Committee to appoint when required |
| <b>Clubhouse and Facilities</b>                                                                | Vice Commodore                               |
| <b>Sailing - OTB</b>                                                                           | OTB Boat Captain                             |
| <b>Sailing - Keelboats</b>                                                                     | Keelboat Captain                             |

The role of the **SBSC COVID-19 Safe Team** is to oversee the development and implementation of the club's CovidSafe Plan for sailing and club operations by:

- Making decisions related to activities, operations and implementing the relevant regulations.

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- Periodically reviewing the effectiveness of the COVID-19 Safety Plan and amend, update, or improve, as necessary.
  - Advising the Executive Committee of SBSC on the effectiveness of COVID-19 Safety Plan arrangements and seek assistance where required.
  - Assisting SBSC operationally to safely ramp up activity through the three phases of the Australian government's "Roadmap to a COVID Safe Australia" and as permitted by the Victorian State Government.
  - Acting as the contact point for SBSC members, participants, coaches, officials, administrative personnel, volunteers, families, employees and the broader community; particularly regarding questions relating to covid safe measures and ongoing operation of club facilities and activities.
  - Communicating all relevant information regarding this policy to SBSC stakeholders as appropriate.

All stakeholders of SBSC are expected to follow the Victorian State Government recommendations and regulations regarding the public health authority's advice on COVID-19 measures.

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

Click [HERE](#) to view Victoria's current restriction levels.

The services offered at SBSC vary across several industry sectors, these include:

- Hospitality - Dining, Bar and Kiosk.
- Community facility
- Sport and exercise
- Entertainment and culture

Should any of these industry sectors intersect/combine in an SBSC organised event, then the highest sector CovidSafe level requirements apply.

### [On-Water Regulations](#)

SBSC 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 and Victorian State Government sector guidance for sport and recreation. As these requirements progress or retract, we will respond.

- Victorian State Government sector guidance for Sport, exercise and physical recreation – click [HERE](#) for current industry settings.
- Click [HERE](#) to go directly to Australian Sailing's COVID-19 Information Hub (not updated).



## Hospitality Guidelines (Food & Beverage Outlets)

SBSC Food and Beverage outlets will operate in line with the industry guidelines as set out by the Victorian Government and these include the following:

- General Planning
- Environmental Issues including cleaning
- Floorplans and patron limits when required
- Staff and training
- Patron numbers
- Compliance matters

Details of these guidelines please refer to the **Snooks Catering CovidSafe Plan** (Appendix 1)

## Boat Storage and Rigging Yard & Race Boat Shed at Martha Cove Guidance

SBSC will take advice from the Government through Australian Sailing, the Boating Industry Association and Better Boating Victoria (Department of Transport) as it pertains to access and use of the boat storage and rigging yard facility and race boat storage operations.

## Member and Community Communications

SBSC is committed to ensuring our members and stakeholders are aware of COVID-19 safe measures and will communicate these measures in a clear, accurate and well-timed manner on a wide range of platforms. Including but not limited to:

- SBSC website
- eNews and SBSC Facebook page
- Commodore email messages to members
- Onsite noticeboards and signage
- Verbally onsite or online such as Zoom meetings.

SBSC is committed to providing updates to members and the community as necessary and required by the Victorian State Government, local restrictions and regulations, and Australian Sailing. All current SBSC information related to the coronavirus and how it directly relates to our facility is available by accessing the CovidSafe Plan and relate documents on the [SBSC website](#).

The SBSC Executive encourage everyone to stay safe, recognise the risks, and ask that everybody abides by the rules and regulations set out by both the Club, the State and Federal Governments.



## SBSC Facilities

It is no longer required for members, race participants, contractors, visitors, volunteers, families, employees and the broader community to sign in via the SBSC Service Victoria QR code upon entry to club facilities, including the race/rescue boat storage shed at Martha Cove Marina and Keelboats participating in club sanctioned on-water events.

Current Victorian Government Covid-19 measures no longer require full vaccination status for entry and use of SBSC facilities.

The club Covid-Safe Assistants will be provided when required and be given the necessary training and support to undertake this important role.

It is the responsibility of every individual to help reduce the risks of Covid-19 by following the current guidelines and rules.

The foremost concern is with the health and welfare of those involved in sailing or visiting our club facilities, including our members, volunteers, competitors and guests.

Therefore, no person should attend SBSC premises, or participate in club events if they:

- Have tested positive to Covid19 and are required to isolate for 7 days. Refer to [Checklist for Covid Cases](#)
- Are feeling unwell and experiencing a cough, fever, chills or sweats, sore throat, shortness of breath, runny nose or a loss of sense of smell.
- Are a close contact to someone who has tested positive to COVID19, please refer to the [Checklist for Covid Contacts](#)

## SBSC OTB - Off the Beach and Keelboat Events

As Victorian State Government eases the restrictions on organised sport, Safety Beach Sailing Club (SBSC) has recommenced racing, under strict adherence to the applicable guidelines. The foremost concern is with the health and welfare of those involved in sailing at our club, including our members, volunteers, competitors and guests. As such, SBSC will implement CovidSafe procedures in accordance with Government guidelines.

In accordance with the Notice of Race, compliance with this Safety Plan is enforceable under the Racing Rules of Sailing.

Competitors should not attend SBSC premises, or participate in club events if they:

- Have tested positive to Covid19 and are required to isolate for 7 days. Refer to [Checklist for Covid Cases](#)
- Are feeling unwell and experiencing a cough, fever, chills or sweats, sore throat, shortness of breath, runny nose or a loss of sense of smell.
- Are a close contact to someone who has tested positive to COVID19, please refer to the [Checklist for Covid Contacts](#)



## Planning for a COVID-19 Diagnosis at SBSC

In preparation for, or in a bid to avoid a potential coronavirus (COVID-19) outbreak amongst members, patrons or staff at SBSC, the following measures are in place:

- SBSC Catering Management, Snooks Catering maintain accurate records of all work rosters (to identify who has been in close proximity with one another during a shift).
- Members and staff are advised they should not attend club facilities or participate in club events if unwell and experiencing Covid related symptoms such as fever, cough, sore throat or shortness of breath and are advised to seek medical advice.

## SBSC - Maintaining a CovidSafe Environment

The Executive Committee acknowledges and thanks the SBSC community for their cooperation with the various COVID restrictions over the pandemic and contributing to high vaccination rates, which has enabled SBSC to open and return to normal activities.


The Executive Committee will ensure that SBSC will maintain a CovidSafe environment for all attending its facilities and associated activities by:

- Supporting and encouraging full Covid19 vaccination of its membership and visitors.
- Encourage everyone to keep up with distancing, hand hygiene and masks when required.
- Maintain good ventilation by opening outside doors and windows to increase air circulation.
- Ensure routine cleaning and disinfecting of all SBSC club including high touch areas.
- Advising that a person should not attend SBSC facilities, or participate in club events if they:
  - Have tested positive to Covid19 and are required to isolate for 7 days. Refer to [Checklist for Covid Cases](#).
  - Are feeling unwell and experiencing a cough, fever, chills or sweats, sore throat, shortness of breath, runny nose or a loss of sense of smell.
  - Are a close contact to someone who has tested positive to COVID19, please refer to the [Checklist for Covid Contacts](#)
- Installing appropriate signage and communication to members and guests.






# 1. Practice physical distancing

| Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <p> <b>It is strongly recommended that public facilities practice physical distancing of 1.5m and put processes in place to avoid crowding at entrances and counters.</b></p> <p>This can be done by:</p> <ul style="list-style-type: none"> <li>• Displaying signs to show patron limits at the entrance of enclosed areas where limits apply</li> </ul> <p>You may also consider:</p> <ul style="list-style-type: none"> <li>• Minimising the build-up of people waiting to enter and exit the venue/facility</li> <li>• Using floor markings to provide minimum physical distancing guides</li> </ul> | <ul style="list-style-type: none"> <li>• Shared work areas only accessible to workers include Kitchen, Bar, Ground floor storage and Kiosk. Refer to <b>Snooks Catering Covid-Safe Plan.</b></li> <li>• Public and member accessible areas:             <ul style="list-style-type: none"> <li>➤ Entrance and Foyer</li> <li>➤ Ground floor Training/Meeting Room</li> <li>➤ Ground floor foyer with OTB lockers, Male and Female change rooms.</li> <li>➤ Boat storage lock up ground floor.</li> <li>➤ Lift and stair well.</li> <li>➤ Tower</li> <li>➤ First floor Meeting Room</li> <li>➤ Main Club room / bar / dining room</li> <li>➤ Balcony Areas</li> <li>➤ Outdoor Kiosk</li> <li>➤ All bathroom and changeroom facilities</li> <li>➤ Outdoor boat storage and rigging yard</li> <li>➤ Race Management Boat Storage Shed Martha Cove</li> </ul> </li> </ul> |




## 2. Wear a face mask

| Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Action                                                                                                                                                                                                                                                                                                                                 |
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| <p> <b>Face masks are recommended if a person:</b></p> <ul style="list-style-type: none"> <li>• can't physically distance, such as at entry or exit points to large events</li> <li>• have any COVID-19 symptoms, or</li> <li>• are with people who may be vulnerable to COVID-19.</li> </ul> <p><a href="https://www.coronavirus.vic.gov.au/face-masks-when-wear-face-mask">https://www.coronavirus.vic.gov.au/face-masks-when-wear-face-mask</a></p> | <ul style="list-style-type: none"> <li>➤ Face mask requirements have been relaxed.</li> <li>➤ Face masks are recommended where physical distancing cannot be maintained.</li> <li>➤ Refer to the latest <a href="#">public health directives</a>.</li> <li>➤ Face masks should be fitted correctly covering mouth and nose.</li> </ul> |
| <p>You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.</p> <p>Reusable face masks should be washed each day after use. However, if during the day the face mask is visibly dirty or wet, it needs to be replaced with a clean face mask immediately.</p>                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>➤ A supply of disposable masks available for emergency use.</li> <li>➤ If required announcements to members in club and via eNews etc.</li> </ul>                                                                                                                                               |
| <p>You should install screens or barriers in the venue/facility for additional protection where relevant.</p>                                                                                                                                                                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>➤ Executive Committee representative to assess if required.</li> </ul>                                                                                                                                                                                                                          |
| <p>You should provide training, instruction and guidance on how to correctly fit, use and dispose of PPE.</p>                                                                                                                                                                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>➤ Not required</li> </ul>                                                                                                                                                                                                                                                                       |




### 3. Practise good hygiene

| Requirements and recommendations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p> <b>To frequently and regularly clean and disinfect shared spaces, including high-touch areas.</b></p> <p>You should:</p> <ul style="list-style-type: none"> <li>• Clean surfaces with appropriate cleaning products, including detergent and disinfectant</li> <li>• Replace high-touch communal items with hygienic alternatives, for example single-use or contactless options, where possible to do so</li> <li>• Minimise the sharing of equipment. All equipment must be cleaned and disinfected between uses</li> <li>• Clean between user groups or sessions</li> </ul> | <ul style="list-style-type: none"> <li>➤ SBSC Executive Committee will monitor and ensure routine <a href="#">cleaning and disinfection</a>.</li> <li>➤ All touchpoints in clubhouse and on boats, shared spaces and equipment should be routinely cleaned and disinfected</li> <li>➤ Sailing instructions relay the required hygiene practice.</li> <li>➤ Provide appropriate cleaning products such as wipes and PPE.</li> <li>➤ Keelboat skippers/owners should ensure appropriate cleaning products are available ie supply of disinfectant wipes.</li> <li>➤ Sailing: Competitors should not share personal equipment (lifejackets, drink bottles etc.).</li> </ul> |
| <p>You should display a cleaning log in shared spaces.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>➤ Not required</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p>You should make soap and hand sanitiser available for all workers and customers throughout the premises and encourage regular handwashing.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>➤ Ensure soap is in bathrooms and meeting room sink.</li> <li>➤ Hand sanitiser is available in public and member accessible areas of SBSC.</li> <li>➤ Keelboat skippers/owners should ensure appropriate supply of hand sanitiser.</li> <li>➤ Provide appropriate supply of hand sanitiser for OTB participants.</li> </ul>                                                                                                                                                                                                                                                                                                       |
| <ul style="list-style-type: none"> <li>• Conduct an audit of cleaning schedules.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>➤ Routine audit of cleaning schedules.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |




## 4. Keep Records

| Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Action                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| <p> <b>Some workplaces are required to keep records.</b><br/>Visit <a href="https://coronavirus.vic.gov.au/sector-guidance">coronavirus.vic.gov.au/sector- guidance</a> for the latest information and advice.</p> <ul style="list-style-type: none"><li>• Who will check the vaccination status of your workers?</li><li>• How will you manage the records of vaccination status?</li></ul> | <ul style="list-style-type: none"><li>➤ Refer to <b>Snooks Catering</b> Covid-Safe Plan.</li></ul> |




## 5. Improve indoor air quality

| Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p> <b>Improving indoor air quality can reduce the risk of COVID-19 transmission in the workplace.</b></p> <p>This can be improved by:</p> <ul style="list-style-type: none"><li>• opening windows</li><li>• leaving doors open in hallways and corridors</li><li>• adjust the settings on heating, ventilation and air conditioning (HVAC) systems or air conditioning units to increase the proportion of outdoor air.</li></ul> <p>Visit <a href="https://coronavirus.vic.gov.au/ventilation">coronavirus.vic.gov.au/ventilation</a> for information on how to improve ventilation systems in the workplace.</p> | <ul style="list-style-type: none"><li>➤ Enhancing airflow by opening windows and doors and use of ceiling fans. In all areas including:<ul style="list-style-type: none"><li>Ground floor Training/Meeting Room</li><li>Ground floor foyer with OTB lockers, Male and Female change rooms.</li><li>Tower</li><li>First floor Meeting Room</li><li>Main Club room / bar / dining room</li><li>All bathroom facilities</li></ul></li><li>➤ Adjust the settings on heating, ventilation systems or air conditioning units to increase the proportion of outdoor air.</li></ul> |



## 6. Workforce – Vaccination Requirements

| Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Action                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| <p> <b>Make sure workers meet the vaccination requirements to work outside their home</b></p> <ul style="list-style-type: none"><li>• To work on-site, many workers need to provide evidence to their employer that they meet the vaccination requirements or have a valid proof of medical exemption.</li><li>• If there is a vaccine requirement for your sector or facility, sight and record the vaccination certificate for all workers who are working outside their homes.</li></ul> <p>Visit <a href="https://coronavirus.vic.gov.au/worker-vaccination-requirements">coronavirus.vic.gov.au/worker- vaccination- requirements</a> for the latest information and advice.</p> | <p>➤ Refer to <b>Snooks Catering</b> Covid-Safe Plan.</p> |

## Attachments

Appendix 1 [Snooks Catering CovidSafe Plan](#)