

Royal Solent Yacht Club
Yarmouth
Isle of Wight

Procedure for Operational Practices at the Royal Solent Yacht Club in Response to COVID 19

PHASE 3 of Reopening

Next Review 30th September 2020

Version 1.1
11th September 2020

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1. EXECUTIVE SUMMARY

With the UK Government's announcement that Lockdown in response to Covid 19 is to be eased, the Covid 19 and General Committee of the Royal Solent Yacht Club have taken a strategic approach to the reopening of the Club to ensure we balance the benefits our club has to offer with the safety and protection of our membership and staff.

Returning the Club to its core purpose and values is key to ensure its future existence. However, we must achieve this in a way that not only ensures our members and staff are protected from potential harm, but we must also ensure we use the opportunities for the remainder of 2020 to maximise the clubs use and take any new ways of working with us into future years.

Failure to follow this procedural document will result in an officer of the Club asking you to leave. We are reliant on all our Members and Visitors to keep us all safe.

PURPOSE OF THIS DOCUMENT

To achieve this, a revised operational plan has been developed with Committee, Staff and Members. It is hoped this procedural document will support the safe working practices of the club and underpin the very high standards we have always maintained.

The Procedural Document builds on a number of Principles with the aim that during our exit from lockdown we will;

Optimise every opportunity to *reduce touch points and prevent breaches in social distancing.*

In addition, the General Committee are committed to the following key areas to ensure everyone's safety.

- PERSONAL SAFETY

- Reduce mobility around the Club. This will be the case for members and staff. Reducing opportunities for individuals to make physical contact or breach social distancing measures will help to keep us all safe.
- Reduce the capacity of the Club until we are confident our systems and processes can respond to the needs of members and staff. This will mean we use less of the Club's estate in the coming weeks. This will mean fewer people will be able to access the Club until there are further relaxations on the current restrictions.
- Ensure we offer members and staff every opportunity to decontaminate their hands and support an approach to social distancing.

- **DIGITAL OPTIMISATION**

- Where possible we will support interacting using Digital Technology. This may be meetings over Zoom for those who would rather not come to the Club or taking your orders and processing them electronically reducing the need for staff to mobilise around the Club as much as they have previously.

- **IDENTIFY, ESCALATE AND MITIGATE RISK.**

- Undertake risk assessments when the Government guidance changes.
- Evaluate our learning with a focus on what has worked well and that we may need to change.
- Open the Club as part of a planned reopening process from Soft Launch to full use of the Club's assets.

PLANNED REOPENING DATES

	Dates	Times the Club is open	Who is the Club open to?	Which Zones will be open?	Notes
Phase 1	04 th July 2020 – 31st July 2020	Open Weds & Fri lunch & eve + Thurs, Sat, Sun lunch	The Club will open to Members only on 4 th & 5 th July. After which it will open to Members and Visiting Yachts People, though Members will have priority.	Outlined in section 3	This will include members who are not shielding or have been advised by a health care professional to refrain from socially distanced meetings outside of their own families or area. All areas except the cloakrooms and Members' Lounge will be open at this time. This will support club staff and members to try out our new processes so we can make any of the required changes.
Phase 2	1 st August – 30th August	Open full time from Mon – Sun lunch & eve (no food Sun eve).	Members and Visiting Yachts People	All areas except Members' Lounge	Cloakrooms open from 3 rd August with social distancing regs. Showers not in use.
Phase 3	1 st September – 30 th September	Open for food Tue - Sun lunchtimes & Wed – Sat	Members and Visiting Yachts People	All areas except Members' Lounge	Cloakrooms open from 3 rd August with social distancing

	eves, Open for drinks Tue – Fri lunchtimes and eves, Sat all day & eve, Sun all day.			regs. Showers not in use. Face coverings must be worn by members, visitors & staff in all communal areas. They can be removed when seated at your allocated table.
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NOTE FROM THE COMMODORE

A cautious review of social restrictions has meant we can begin to look at opening our club. I and the General Committee have taken a risk based approach to establishing safe operating practices for members and staff in the spirit of protecting both, whilst ensuring we try to enjoy the summer months from the views the club has to offer.

The lifting of restrictions means we have an opportunity to reopen but not without caution. For many of us the 2m rule will continue to apply. However, we have an opportunity to move towards 1m+. However, in practical terms we should aim to deliver 2m distance.

Until now, you have only been able to play outdoor sports with one other person, but the new rules mean that groups of up to six can meet at a time, if they observe social distancing rules. However, our ability to support social distancing in the Club with the confines of space means that we will be limiting our maximum table size to 6. It is envisaged that the outside space can be used to accommodate up to 6 people on the understanding social distancing can be maintained.

This is an ideal opportunity to bring everyone together at the Club. However, this has to be done to with the following in mind;

- a. Stay Alert to potential risk
- b. Control the spread of the virus
- c. Staying safe

I would like to welcome you back to the club and ask you bear with us why we adopt a new set of processes and procedures. Your patience will be required as we move to a different way of working.

We look forward to you being able to enjoy the Club, keeping Members, Staff and visitors safe is our priority. Please help us by adhering to these procedures.

Mrs Anne Kyle
Commodore.

2. ZONES

The Club will be sectioned into the following zones.

Areas Covered	Table Numbers	Exit Point	When will this area open?	Staffing Requirement
Solent Room.	1-7	Solent Room Fire Escape	Phase 1	
Bar Area to the East of the Bar	8-10	Spiral Staircase accessed via bar fire exit door to west. [Main Balcony Staircase if Raining]	Phase 1	
Bar Area to the West of the Bar	11-13	Spiral Staircase accessed via bar fire exit door to west. [Main Balcony Staircase if Raining]	Phase 1	1-2 x Bar Tender 1-2 x Kitchen Chefs
Members Dining Room	14-18	Spiral Staircase accessed via side door in dining room. [Main Balcony Staircase if Raining]	Phase 1	1 x KP 1 x In Sink 2-3 x Servers
Large Balcony	19-22	Steps to the far East of the Balcony leading to the colonnade	Phase 1	
Members Balcony	23-24	Spiral Staircase [main Balcony Staircase if Raining]	Phase 1	
Grassed/Boat Park Area	25-29	Main Drive	Phase 1	
Colonnade	N/A	Through Dinghy Park	Phase 1	
Members Lounge	TBC	TBC	TBC	

3. INTERACTING WITH THE CLUB

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
Welcoming members & visitors into the Royal Solent Yacht Club	COLD	<p>The following members & visitors are welcome: those who meet the government criteria for socially distanced meetings;</p> <ol style="list-style-type: none"> 1. [INSIDE]Maximum of 6 people from any households (unless 1 	<ul style="list-style-type: none"> - Face coverings to be worn by members and visitors inside the Club in communal areas, except when seated at their allocated tables

		<p>household consists of more than 6 people)</p> <p>2. [OUTSIDE] Maximum of 6 people from any households (unless 1 household consists of more than 6 people)</p> <p>3. Maintain 2m Social distancing or 1m+</p> <p>The Club will welcome those who do not meet the criteria for Shielding CLICK HERE.</p> <p>Children should be supervised at all times.</p>	<ul style="list-style-type: none"> - in the bar/dining areas. - Staff to wear face coverings in communal areas and when serving tables. - Members must be placed back to back or side by side. - Voices should be maintained at a low level with no shouting. - Use of Hand Sanitiser and/or Hand Washing - When allocating tables we will endeavour to support social distancing.
Contacting the Club	HOT	<p>Communication to all members that contact with the Club can be made by phone calls, email or members can go to the front desk during office opening hours.</p>	<p>Use of Hand Sanitiser and/or Hand Washing before and after visiting front desk.</p> <p>Social distancing of 1m + must be maintained with the Perspex screen in place on the front desk.</p> <p>Face coverings must be worn by members/visitors.</p> <p>Only 1 person should enter the front office at a time.</p>

			All equipment for communicating with members will need to be cleaned after individual use. This includes Telephones, Keypads and Computer devices. A 70% alcohol wipe should be made available. Use of stylus for tills & PDQ machines that can then be wiped down to avoid damage to equipment due to excessive use of sanitising products.
Members or staff requesting face to face meetings	HOT	All face to face meetings should ideally be replaced by telephone calls or video calls when possible. Where this is not possible a socially distanced meeting could be held in the Hudleston Bar maintaining a social distance of >2metres.	Where a 2m distance cannot be achieved parties should wear a face covering. All parties must wash their hands prior to and following the meetings. 70% Alcohol hand gel should be made available

4. ARRIVING AT THE CLUB

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
Member/Visitor arrives by vehicle.	COLD	Members wait in the car if there are clear signs people are already in the reception area and therefore the entrance is not clear.	None

Member/Visitor able to move from vehicle without outer coat	COLD	Where possible, leave outer coat in their car. If no vehicle coats can be left on rail in foyer.	None
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5. ENTERING THE CLUB

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
Members/visitors arrive at the Royal Solent Yacht Club	HOT	<p>Members/visitors attending must not be within the shield groups identified here - CLICK HERE</p> <p>Indoor gatherings should only be occurring in groups of up to 6 from 2 households (including support bubbles) while outdoor gatherings should only be occurring in groups of up to 2 households (or support bubbles), or a group of at most 6 people from any number of households.</p> <p>The individual's temperature may be recorded on entering the Club.</p> <ul style="list-style-type: none"> - You will be asked to attend at 5 minute intervals to prevent congestion at reception or in social areas. 	<p>Face coverings must be worn by members/visitors. A clean Tympanic Thermometer may be used on a member, visitor or staff if required.</p> <p>All touch points must be cleaned at least every 2 hours and at the end of the day. This includes Door Handles and frequent touch points.</p> <p>Hand Hygiene points to be provided at key areas including reception area, top of the stairs and at every exit point.</p>
Office access restrictions	HOT	<ul style="list-style-type: none"> - A Perspex screen will be provided to the front desk. - When not in use, the front office will remain closed. - Access to front desk and offices provided face coverings are worn and 1m+ distancing is observed. 	<ul style="list-style-type: none"> - Face covering - Hand Hygiene Station - Access to hand washing facilities - Identify and decontaminate touch points at least 1 hourly.

Members/Visitors/ Guests providing contact details for Track & Trace	HOT	<p>It is not currently possible for you to sign in using the signing in book.</p> <p>At the point you book a table or arrive at the Club you will be asked to provide the names and telephone numbers of all those in your group for Track & Trace records.</p>	
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6. ONE-WAY SYSTEM THROUGH ROUTE

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
Ensure Members/visitors and Staff operate a single route system	HOT	<p>1. Mark out 2m Points:</p> <ul style="list-style-type: none"> a. Outside Lift on First Floor, in Hudleston Bar & Toilet Area b. Across flooring where there may be more than one person at any one time. 	Ensure floor can be cleaned and any markings replaced. Where face coverings are worn, 1m+ can be observed.
Ensure Members/visitors and Staff operate a single route system	HOT	<p>Show arrow directions moving through the Club.</p> <p>Main staircase can be two way provided face coverings are worn.</p> <p>Use communication to ensure no one goes back on their route</p> <p>Provide instructions on how to exit the building.</p> <p>Use the lift only for:</p> <ul style="list-style-type: none"> a. Members who cannot move up the stairs. If more than one person, they must be from the same household. b. For those who need to use the downstairs disabled toilet c. For those who need to enter the first floor or exit the building who 	<p>Ensure members and staff maintain a 2m distance when moving to exit points.</p> <p>Check Exit Points daily for obstacles and trip hazards.</p> <p>All lift buttons should be wiped down with 70% alcohol wipes or spray after use.</p>

		<p>cannot manage the stairs.</p> <p>Where the weather is inclement and there are concerns over public safety of using the spiral staircase, members may use the steps off the eastern balcony which offers sheltered covering along the colonnade.</p>	
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7. BEING SHOWN TO YOUR SEAT

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
Members/visitors will need clear directions / escorting to the table they will remain at for the duration of their stay at the club.	HOT	New arrivals will be shown to their table and advised how to order food and drinks and how to leave the Club. Advice will also be given on when to wear and remove face coverings, using the toilets and wash hand facilities.	Hand Hygiene Station. Face coverings should be used in the Clubhouse except when seated at your allocated table.

8. BAR SIDE

MEMBERS REQUIREMENTS

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
Members/visitors request a beverage	HOT	<p>Server takes order at table wearing face covering and maintaining as much distance as possible. (Can be done on paper pad with personal pen)</p> <p>If 2m distance is maintained then face covering is not required for server.</p> <p>Take order to bar verbally requesting to bar tender.</p>	<p>Face covering. Dedicated Pen Personal Pad for shift Hands decontaminated in line with approved hand hygiene technique. Dedicated stylus for till/PDQ wiped down after use. 2 servers using 1 of the 2 tills each.</p>
Server delivers drink(s)	HOT	Server should wear well fitted facemask when delivering drinks to the	Face covering.

		table and maintain as much distance as possible. If 2m distance is maintained then face covering is not required for server.	
Drinking with others	HOT	If you are planning to attend the Club just for drinks, unfortunately we are unable to accommodate members or guests standing or sitting at the bar, so you will be required to take a table.	There should be no intermixing between persons/tables.

STAFF REQUIREMENTS

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
Opening the Bar	COLD	One bar tender working behind bar pouring drinks and operating one of the tills due to restricted space, second member of waiting staff using the other till outside of the bar. Practices include chemicals used to clean the bar prior to opening. Removal of beer mats - Cleaning pump handles and cordon off the bar area. The bar will operate a Green and Red Area for the movement of glasses and other items taken from the bar.	If hands are cleaned in line with hand hygiene technique no additional PPE is required. Perspex screen in front of the main till.
Taking a Drinks Order	COLD	Bar tender will enter the drinks order directly into the computerised till.	Thoroughly Cleaned hands using the approved technique
Preparing Drink	COLD	Bar tender to provide drink required for server to collect from bar on trays so server doesn't touch the drinks.	No PPE is required. However approved hand hygiene should be completed if contaminated areas touched.
Supplying a Drink	COLD	Server will deliver drinks to the table wearing a face covering and maintaining as much distance as possible.	Face covering. >70% Alcohol wipes

		If 2m distance is maintained then face covering is not required for server. If delivered on Tray, Tray must be cleaned in-between tables with >70% Alcohol wipe. If delivered on trolley, Trolley surface must be cleaned between each table. Customer collects drink from tray or trolley so server doesn't need to touch them.	
Clearing away Glassware	HOT	Once the table is vacated, it will be cleared by a server wearing face covering then cleaned with an approved cleaning product. Touch points (tops of chairs and side arms) will be decontaminated.	Face covering, gloves should be worn whilst crockery, cutlery and glass wear are removed from the table. The paper table covering, and napkins will be disposed of in a black bag attached to the trolley. Whilst cleaning the table and chairs, a face covering, apron and gloves should be worn. Upholstery on furniture sprayed with antibac fabric spray.
Closing the Bar	COLD	When emptying the bin please wear gloves and a disposable apron. Complete approved hand hygiene pre and post bin emptying.	Face covering Apron Gloves >70% alcohol spray

9. TABLE SET UP

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
Table Cruet	COLD	Table Cruet will not be provided.	Members will be provided with Paper and Plastic Sachets of condiments including Salt, Pepper and Sauces. Cutlery will be provided wrapped and not pre-laid.
Table Numbering	COLD	Each table will be provided with a Table Number. Booking a table	Handy Hygiene will be provided at dedicated

		will be done on a case by case basis. For those Members with difficulty walking, they will be positioned as near to the Lift as possible.	stations and on the table.
Clearing Tables		See Above.	

10.ORDERING FOOD

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
Member/visitor orders food on arrival this will include desert.	HOT	Provide printed disposable single use menu.	<p>Server will take orders at the table wearing a face covering and maintaining as much distance as possible.</p> <p>Order pad allocated to a single member of staff.</p> <p>Meal orders to be processed using staff member's individually allocated till – electronic information prints to the kitchen.</p> <p>Pen to remain with individual member of staff.</p> <p>All paper and tablecloths will be disposed of.</p>
Safe Working Practices in the Kitchen	HOT	Kitchen social distancing will be maintained at all times. 2m Distancing will be maintained. Where this is not possible staff will wear face shield and mask.	PPE in line with good food hygiene standards will be maintained.

Kitchen Staff Preparation of food.	HOT	The Kitchen staff will plate up the food placing it on a tray. They will maintain hand hygiene in line with HSE standards for Kitchen working.	PPE in line with good food hygiene standards will be maintained.
How will the member/visitor receive their food	HOT	The Server collects the tray from the kitchen and deliver the members food to the table. Dirty plates etc will be returned to the kitchen where the items and tray will be decontaminated. This will reduce the touch points on the crockery, cutlery and glassware.	Server will take orders to the table wearing a face covering and maintaining as much distance as possible

11. PAYING FOR FOOD AND DRINKS

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
Members using account cards	COLD	Members will be asked to ensure there is sufficient credit available on their account card prior to arriving at the Club. This will be done at the point of booking. A top up payment to the club card will be taken over the telephone in advance or on the day at the till on a debit/credit card.	No PPE requirements. It is preferred that Where possible cash will not be handled.
Paying at the point of purchase	COLD	Each server has direct access to a till point whether by moving the current tills or establishing them at key points for access i.e. turning the one at the western end of the bar round, or establishing one for outside (in the Hudleston Bar).	Stylus for Tills wiped down after use by customer or different member of staff. 70% Alcohol Wipes for the end of the Servers Shift.
Payment by credit/debit card	HOT	A single member of the party will be asked to settle the bill using the wireless PDQ at the table or wired PDQ at the till. Server will wear face covering at the table, If 2m distance is maintained then face covering is not required for server. Perspex	Face coverings. Cleaning Wipes 70% alcohol. Hand sanitiser 70% alcohol.

		<p>screen protects both parties at till.</p> <p>Wireless Payment Device must be wiped with 70% Alcohol Wipe in-between each transaction.</p> <p>Server must complete hand hygiene following completion of the transaction.</p>	
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12.USING THE TOILET

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
Access and using toilets by members/visitors	HOT	<p>The main cloakrooms will be open for use of the toilets and wash basins only, the showers will remain closed and locked.</p> <p>Face coverings must be worn in the cloakrooms with a maximum of 3 people at a time allowed in.</p> <p>Members/visitors must ensure the corridor is clear before proceeding to the cloakrooms. If there are more than 3 people therein, members/visitors must wait socially distancing in the foyer or use the disabled facilities.</p> <p>Members are asked to wipe the facilities once used with an Alcohol 70% wipe. This includes the toilet seat, toilet flush handle, wash hand basin and taps. Members and staff must then wash their hands using the advice on the information leaflet on the toilet wall. Hands must be dried on hand dryer or paper towels with the towels disposed in a closed top bin. Upon leaving the toilet we ask the member to decontaminate their hands using alcohol gel.</p>	<p>Face coverings.</p> <p>Cleaning Wipes 70% alcohol.</p> <p>Hand towels</p> <p>Sealed closing bin.</p> <p>Hand sanitiser 70% alcohol.</p> <p>Staff to check on a regular basis throughout the day.</p>

		2m tape outside the toilet and lift area will be used to aid maintain social distancing.	
STAFF Toilets		Toilets - Staff are asked to wipe the facilities once used with an Alcohol 70% wipe or Anti Bac Spray and blue paper towel. This includes wash basin and taps, the toilet and toilet flush button. Dirty paper towels must be placed in a closed topped bin. Staff member must then wash their hands using the advice on the information leaflet on the wall. Hands to be dried on hand dryer or paper towel and disposed of in a closed top bin. Upon leaving the toilet we ask the staff member to use alcohol gel outside the toilet.	Alcohol Wipes 70%, Blue Roll, Antibac spray.

13.LEAVING THE CLUB

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
Members/visitors vacating the Club.	HOT	<p>When leaving their tables, members/visitors should put on face coverings again.</p> <p>To maintain the one way system, where possible members/visitors should leave the Club through the nearest route/exit which may be external stairs, or via the lift or main staircase if this is impractical.</p> <p>Solent Room – Fire escape to the most easterly point of the club.</p> <p>Main Balcony – Concrete steps to the easterly part of the club and then under the colonnade.</p> <p>Main Bar, Members Dining Room and Members Balcony – Spiral Staircase.</p>	Face coverings. Hand Hygiene station with decontamination opportunities. 70% alcohol gel. All lift buttons should be wiped clean after use with 70% alcohol wipes.

		<p>If there are any reasons members/visitors cannot leave by the spiral staircase or the weather does not permit this the Main Balcony stairs should be used which offered the cover of the colonnade to the car park. Where it is not possible for members/visitors to leave by the staircase a member of staff or committee member will arrange safe passage via the Lift which should be used as follows.</p> <p>For people not from the same household/social bubble – travel as single people in the lift.</p> <p>From people from the same household or social bubble you may travel together.</p> <p>Use alcohol gel 70% in the lift.</p> <p>Leave through the main door escorted by a member of staff or committee member. Please do not re-enter a zone unless thorough a single route.</p>	
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14.CLOAKROOMS

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
Members/visitors may wish to leave personal items including coats and jackets	HOT	Members/visitors are asked to leave coats and jackets in their cars where possible or in the cloakrooms.	Hand Hygiene Station.

15.OFFICE ACCESS

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS

Members/visitors and Staff access to the office	HOT	Members/visitors should only access the Club's office space via the front desk which has a Perspex screen. Where 2m social distancing cannot be achieved, staff should not meet in each other's offices without a face mask. Where social distancing is required the Hudleston bar should be used. Video Technology using Zoom or MS Teams may be more appropriate.	Face coverings Any staff who exhibit symptoms should follow the enclosed guidance.
Staff working in offices	HOT	The front office will be manned as usual from 9am – 5pm Monday to Friday and 9am – 12pm on Saturday.	Where 2m social distance cannot be maintained, face mask should be worn

17. SETTING UP TABLES

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
Table Coverings	HOT	Paper Table Covers. Paper Napkins. Cloth coverings will be used for the round tables and removed and washed after each sitting.	Rolls of paper Table Coverings will be used which will be disposed of following use. Full PPE to be worn when removing used table cloths.
Water jug and glasses	HOT	Water glasses and jugs will be provided upon request	Follow procedure for the delivery and removal of glassware.
Cutlery	HOT	Chef or KP will wrap cutlery in the kitchen whilst wearing gloves and a mask. Cutlery will be washed and sanitised by dish washer then covered to avoid contamination.	Standard Kitchen Hygiene requirements.

16.PPE FOR INTERACTING WITH THE MEMBERS and VISITORS

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
Staff may need to interact with members at less than 2 Metres	HOT	Staff will have ready access to PPE. Staff will be aware where this is and how to use it.	Staff will have access to PPE including Face Masks, Gloves, and Aprons.
Staff may be required to administer First Aid to members and visitors	HOT	All first aiders will follow guidance outlined by the NHS & RYA.	Apron, Gloves and a Face mask. They should also consider the use of a face visor.
Trained First Aiders may be required to administer Basic Life Support	HOT	<p>First Aiders will need to follow the enclosed guidance;</p> <p>https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19</p> <p>Confirm BLS is required without checking for breathing by listening near the causalities mouth or nose.</p> <p>Cover the causalities face with a towel or cover.</p> <p>Perform only Chest Compression CPR</p>	Apron, Gloves and a Facemask. They should also consider the use of a face visor.

17.PPE & CLEANING MATERIALS

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
Wearing PPE when cleaning the club	HOT	As a general rule good hand hygiene using Soap and Water should be sufficient. However the following requirements may help	When cleaning the Club, gloves and Aprons should be worn and disposed of.

18.TRAINING AND EDUCATION

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS

We will provide the following training to our staff	COLD	Each member of staff will receive training on; <ol style="list-style-type: none"> 1. Hand HYGIENE 2. How to apply PPE (face mask and apron) 3. How to decontaminate surfaces. 4. Touch point cleaning. 5. Touch POINTS CHECK LIST 6. How to safely remove PPE 	Maintain Social Distancing Whilst Undertaking Training.
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19. ON THE WATER

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
Arriving at the Club	HOT	<ol style="list-style-type: none"> 1. Skippers and crew should maintain social distancing when gathering on the Club Lawn. 2. Any Skipper or crew member who meets the exclusion criteria should not participate in water based activities. 	Maintain Social Distancing of 2m when not wearing a face covering and 1m+ when wearing a face covering.
Travelling from the lawn to the club pontoon	HOT	<ol style="list-style-type: none"> 1. There is a risk to too many skippers and crew being on the Club jetty and therefore not able to maintain social distancing. 	Skippers and crew are requested to maintain a 2m distance on the club jetty and launch pontoon.
Getting to the boats	HOT	<ol style="list-style-type: none"> 1. The larger rib will be used to ferry skippers and crew to their boats where they do not have alternative methods. 2. Limit the number of passengers to 2. 	Main 2m or 1m+ whilst moving from the pontoon to the respective boat. Face masks and gloves must be worn in the Club boats.

Race Officials	HOT	<ol style="list-style-type: none"> 1. Limit race officer teams to households and or social bubbles. 2. Run all races from Grants rather than the committee boat. 3. Do not display course boards – read out the course an increased number of times to ensure skippers and crews have had the opportunity to capture the course. 4. Extend time races will commence to allow crew to access boats and prepare. 5. Encourage the use of VHF radios. Do not use a raised voice. 	<p>Where 2m distance cannot be achieved 1m+ should be considered.</p> <p>Owing to the multiple touch points in Grants and the lack of hand hygiene opportunities – disposable gloves should be worn. All surfaces, VHF radios and binoculars should be wiped down after each sessional use with 70% alcohol wipes.</p>
Boatmen	HOT	<ol style="list-style-type: none"> 1. Boatmen or volunteers ferry skippers and crew to their boats should maintain 2m distance or 1m+. 2. Contact with a boats crew should be kept to a minimum 3. Offers of assistance and support should be continued. However, caution must be observed when working in close proximity to other water users. 	<p>FULL PPE should be made available.</p> <p>The use of facemasks when 1m+ (2m) cannot be achieved.</p>
Emergencies on the Water	HOT	<ol style="list-style-type: none"> 4. The RYA guidance on the provision of BLS should be followed. 5. The rescuer should wear full PPE and facemask. 	<p>Full PPE and facemasks for carrying out BLS or First Aid</p>

		<ol style="list-style-type: none"> 6. Cover the victim's mouth and nose with a coat or garment 7. Mouth to mouth resuscitation should not be considered. 8. Chest compression CPR should be used if required. 9. Try to establish early defibrillation. 	
Race Committee Boat	HOT	Race Officers and staff should follow the risk assessment for use of the race committee boat.	
Skippers and Sailors returning ashore	HOT	<ol style="list-style-type: none"> 1. Maintain clear through passage on the club's jetty and pontoon. 2. No more than 3 people on the pontoon at any one time. 3. Maintain 2m distance on the jetty. 4. Enter the Club only via the front door. 5. Consider pre ordering drinks for your return to the lawn. 6. If you haven't booked please enter your name and contact number on the sign-in list provided or give your details to the duty officer. 	<ul style="list-style-type: none"> - Maintain social distancing. - Decontaminate hands using sanitiser - Shower and change at home.

a) GRANTS RACE HUT

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS / MITIGATION
Race officering in a restricted space caused issues in terms of social	HOT	<ol style="list-style-type: none"> 1. SRO opens up both doors of the building and all windows. 2m marking tape is installed. 	1M+ social distancing to be observed.

distacing – no 2m markings. Poor ventilation		<ol style="list-style-type: none"> 2. Designated spot for SRO –access to radio, start line vision & hooter. A 2m distance space to be marked east. 3. SRO officer to arrive 10 minutes before second Race Officer and 3rd Race Officer arrives 5 mins later and stays outside. 4. Make ROs aware that if they arrive early that social distancing is to be observed. 5. In the short term it is recommended we use the same teams. Grants is very easy to operate with 3, especially if two of the team are house partners. 	Alcohol Wipes 70% or Blue Roll + Antibac spray. Sanitising Gel
Preparation and communication of suitable courses for permitted racing under Covid-19 restrictions	COLD	<ol style="list-style-type: none"> 1. RYA Guidelines to have been read and understood by the Race Officers 2. RSYC's standard Health & Safety Risk Assessment for racing is carried out. 3. Course set before race & VHF communication only. 4. Sailing Instructions have been updated to reflect social racing 5. Racing run by a limited number of experienced Race Officers only until restrictions eased. 	
Need to enter building to collect & return flags and course boards	HOT	<ol style="list-style-type: none"> 6. 3rd Race Officer announces he/she wishes to come into building to collect/return Flags and course boards 	Minimise movement in and out of the building where possible.

		<ul style="list-style-type: none"> – both should be done at the same time. 2nd RO exits the building until 3rd RO has finished. 	
Need to come into building to connect cable	HOT	<ol style="list-style-type: none"> 1. SRO connects lead before 2nd RO enters building. 2. SRO disconnects on conclusion. 3. All surfaces touched - wiped down with disinfectant spray using disposable paper towel. 	Alcohol Wipes 70% or Blue Roll + Antibac spray.
Use of timers - possibility of contamination on clock surface of timers	HOT	<ol style="list-style-type: none"> 1. Clock to be kept permanently in Grants. 2. Surfaces to be disinfected. 3. Race Officers may bring their own clock (needs to be accurate Radio Controlled) 	Alcohol Wipes 70% or Blue Roll + Antibac spray.
Use of binoculars - possibility of contamination on binocular surface and contact with face & eyes	HOT	<ol style="list-style-type: none"> 1. Race Officers should not share binoculars and shall only use their own equipment 2. Recommendation to Race Officers to disinfect their equipment after use. 	Alcohol Wipes 70% or Blue Roll + Antibac spray. Remove all sets of club binoculars from Grants.
Use of tea/coffee facilities	HOT	<ol style="list-style-type: none"> 1. Race Officers notified that they need to bring their own refreshments and not to be shared with others 	Remove kettle and shared refreshment facilities
Access in & out - lack of Social Distancing and possible contact in doorways.	HOT	<ol style="list-style-type: none"> 1. SRO to open up both doors of the building on arrival. 2. SRO to use west door only during race to give 	Alcohol Wipes 70% or Blue Roll + Antibac spray.

		<p>access to steps and designated space.</p> <ol style="list-style-type: none"> 3. Assistant to use main door. 4. If more than one person using the same door appropriate distancing to be observed. 5. Surfaces to be disinfected. 	
Sharing of a VHF radio or using one provides increases exposure	HOT	<ol style="list-style-type: none"> 1. Bring own VHF 2. Disinfect fixed Grants VHF 3. Use of club handheld radios to be discouraged 4. All surfaces touched - wiped down with disinfectant spray using disposable paper towel. 	Alcohol Wipes 70% or Blue Roll + Antibac spray
There are no onsite washing facilities	HOT	<ol style="list-style-type: none"> 1. Bring own hand sanitiser 2. Use sanitiser provided by the Club at Grants. 	70% Alcohol hand sanitiser
One entrance via side gate off lane - Possible collision – multiple use close proximity on entering/exiting	HOT	<ol style="list-style-type: none"> 1. SRO opens gate and leaves open. 2. Last RO in pushes closed. 3. SRO opens gate for other RO's departure. 4. He/she closes on departure 5. 2nd & 3rd ROs leave first at separate intervals prior to SRO 6. SRO wipes gate handles before and after use. 	Alcohol Wipes 70% or Blue Roll + Antibac spray
Sailing Office is not open to provide access to keys for Grants	HOT	<ol style="list-style-type: none"> 1. Designated person holds set of keys for SRO to collect. 2. Disinfected before and after use. 	Alcohol Wipes 70% or Blue Roll + Antibac spray

Possible entry of unauthorised personnel	HOT	<ol style="list-style-type: none"> 1. Notice placed on gate stating “NO ENTRY – DUTY RACE OFFICERS ONLY” 	
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b) COMMITTEE BOAT

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
Social Distancing difficult to achieve ROs and Boatmen when being ferried to the Committee Boat	HOT	<ol style="list-style-type: none"> 1. Limit overall numbers to no more than 5 people and allocate sufficient time to avoid crowding in harbour, on Jetty and RIB. 2. Masks to be worn on RIB. Avoid face-to face 3. Signage in place and alcohol gel to be used on arrival and before touching any shared surface. Rails to be disinfectant wiped. 4. If RO needs to leave Committee Boat by RIB, face coverings to be used. Avoid face to face contact. 5. Good communication 6. Identify congestion and any pinch points and deal with 	Face Masks 70% alcohol hand sanitiser
Social distancing between Race Officers whilst working on Committee Boat	HOT	<ol style="list-style-type: none"> 1. Race Officer Team limited to PRO, flag person, timekeeper and results recorder, maximum five people if necessary. Not possible to have Race Officers team all from same household. 	<ul style="list-style-type: none"> - Alcohol Wipes 70% or Blue Roll + Antibac spray - Face Masks - Gloves - 70% alcohol hand sanitiser

		<ol style="list-style-type: none"> 2. Only one person to drive or be in cabin at any one time. Keep windows open. 3. Wheel, buttons etc to be disinfectant wiped between different drivers and before and after racing. Others stay in open air and socially distance to maximum extent practicable. 4. Race Officers to bring and use own hand sanitiser, gloves and masks 5. Race officers to use their own VHF radios where possible and their own binoculars. If main radio on Committee Boat is used disinfectant wipe between users and after racing. 6. Loo on Committee Boat to be disinfectant wiped before and after each use 7. ROs to bring own refreshments 8. Follow protocols for access to Committee Vessel 	
Race management activities - Rib drivers and crew and Race Officers if social distancing not observed	HOT	<ol style="list-style-type: none"> 1. Use own radios, binoculars and other equipment. Keep separate from other Race Officers' kit. 2. Minimise use of Course Boards 3. Timers' flags, clocks, course boards, anchor brake device and other equipment to be 	<ul style="list-style-type: none"> - Alcohol Wipes 70% or Blue Roll + Antibac spray - Face Masks - Gloves - 70% alcohol hand sanitiser

		<p>disinfectant wiped before and after racing</p> <ol style="list-style-type: none"> 4. Each flag and halyard to be dedicated to an individual and not to be used by anyone else unless cleaned 5. Follow existing RSYC protocols for communication and race management 6. Follow existing RSYC protocols for recovery and assistance 7. Only experienced Race Officers to be used 8. Use electronic means to record results where possible. 9. Assess competence of sailors for conditions. 10. Maintain hailing distance unless physical support is required. Seek to limit provision of assistance to where absolutely necessary for safety 11. Avoid face - to - face contact as much as possible. Use masks, gloves and sanitise/disinfectant wipe all equipment and surfaces before and after racing 12. In unlikely event of being involved in mark laying or mark moving wear gloves and sanitise surfaces. Once put in water mark is considered cleaned. 13. Use grab handles and carry boarding ladder or other device to assist in 	
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		<p>recovery from water and have spare masks available</p> <p>14. In unlikely event of needing to provide assistance to sailors, tow astern rather than alongside. Have long towing lines available in Committee Boat.</p>	
Communication system not clear between Race Officers, Boatmen and Sailors	COLD	<ol style="list-style-type: none"> 1. VHF radio protocols to be followed by Race Officers and RIBs 2. WhatsApp communication limited to shore based. Sailors may not have phones with them. 3. Courses to be communicated as per Sailing Instructions. 4. Minimise use of course boards and flags 5. Results to be issued by email or WhatsApp, not on paper lists in the Club 6. Wind and sea conditions to be considered to assess hazards for sailors and RIBs. 7. Race Officers to assess adequacy of RIB safety cover given numbers, experience and wind/tide conditions 8. Upper wind speed limit to apply. 	<i>Version 1.1 Sep 2020</i>
Maintaining social distancing if a sailor gets into difficulty and requires urgent assistance with their boat	HOT	<ol style="list-style-type: none"> 1. Following standard sailing protocols, social distancing, cleaning of equipment. 	

		<ol style="list-style-type: none"> 2. Buoyancy aids/floataion devices must be worn on the water. 3. Radios to be used on Committee Boat and RIBs for communication with shore team and Race Officers with protocols followed to summon rescue. 4. All racing to be closely monitored by Race Officers and Boatmen and immediately cancelled/abandoned if the wind/sea conditions are becoming more than acceptable. 	
Other users of the Club being impacted by presence of sailors and other participants during racing if socially distancing is not observed	HOT	<ol style="list-style-type: none"> 1. Advise Club members and staff of sailing dates and that arrangements may be different to normal access 2. Ensure that other routes into the Club premises are made available for other users 3. Review daily 4. Identify any pinch points and manage 	
Competitor, Race Officer, RIB driver or crew may have a cough or display signs of Covid 19	HOT	<ol style="list-style-type: none"> 1. Suspend racing activities. Transfer ashore immediately. Ask person to leave club area immediately. 2. Follow Government Guidance. 3. Encourage wearing of facemasks and use of hand sanitiser. 4. Maintain 2m distance. 5. If person symptomatic, those who have come 	<ul style="list-style-type: none"> - Face Masks - 70% alcohol hand sanitiser

		into contact should self-isolate for 14 days.	
Race Officers may wish to access the changing rooms and loos		<ol style="list-style-type: none"> 1. Loos are open, changing facilities and showers are not available 2. 3 people at any one time 3. Face masks must be worn 4. Notify all Race Officers prior to attending. Arrive changed ready to transfer to Committee Boat. 5. Disinfect surfaces after use and wash hands thoroughly. 6. One way system at Club to be followed. 	<ul style="list-style-type: none"> - Alcohol Wipes 70% or Blue Roll + Antibac spray - Face Masks - 70% alcohol hand sanitiser

c) SAILING EVENTS

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
Social Distancing difficult for the beach crew and sailors to achieve when launching and recovering dinghies	HOT	<ol style="list-style-type: none"> 1. Limit overall numbers and allocate sufficient time to avoid crowding. 2. Allocate space for each class in dinghy park 3. Move any dinghies not sailing to make as much space available as possible 4. Sailors to arrive changed ready to sail. Changing room facilities closed. 5. Timed and staggered shifts for launching different classes 6. Signage 7. alcohol gel to be used on arrival and prior to touching any shared surfaces and on departure 8. Good communication 	<ul style="list-style-type: none"> - Alcohol Wipes 70% or Blue Roll + Antibac spray - 70% alcohol hand sanitiser

		<p>9. Identify congestion and pinch points providing distance markers or signage requesting social distancing.</p> <p>10. Event coordinators who will take overall responsibility ns ability for ensuring the Club's procedural document has been implemented.</p>	
Social distancing whilst working on Committee vessel.	HOT	<p>1. See Risk Assessment for Countdown</p> <p>2. Team limited to PRO, flag person, timekeeper and results recorder. There must be no more than 5 People at any one time on the race committee boat.</p> <p>3. Only one person in cabin. Wheel, buttons etc to be sanitised before and after racing. Others members of the committee boat stay in open air and socially distance to extent practicable. Avoid face to face</p> <p>4. Use hand sanitiser, gloves and masks when in close proximity</p> <p>5. Race officers use dedicated VHF radios and binoculars.</p> <p>6. Timers' flags, course boards, anchors and other equipment to be wiped with alcohol sanitiser before and after racing</p> <p>7. ROs to bring own refreshments</p> <p>8. Follow protocols for access to and use of Committee Vessel</p>	<p>- Alcohol Wipes 70% or Blue Roll + Antibac spray</p> <p>- 70% alcohol hand sanitiser</p> <p>- Face covering</p> <p>- Gloves</p>

Social Distancing difficult to achieve for RIB Drivers and crew	HOT	<ol style="list-style-type: none"> 1. Driver and crew to be from same household where possible. Where the crew are not from the same household facial coverings are being used to maintain 1m+ social distancing. 2. Use own radios, binoculars and other equipment 3. Follow protocols for communication and race management 4. Follow existing RSYC protocols for recovery and assistance 5. Assess competence of sailors for conditions. Maintain hailing distance unless physical support is required. Seek to limit provision of assistance to where absolutely necessary for safety 6. Avoid face - to - face contact in the rib as much as possible. Use masks, gloves and sanitise any points on rib touched by sailors 7. If involved in mark laying or mark moving wear gloves and sanitise surfaces 8. Choose recovery methods that minimise physical contact, e.g. self-rescue, mast tip/use of centre board 9. Use grab handles and carry boarding ladder or other device to assist in self-recovery from water and have spare masks available 10. Tow astern rather than alongside. Have long 	<ul style="list-style-type: none"> - Alcohol Wipes 70% or Blue Roll + Antibac spray - 70% alcohol hand sanitiser - Face covering - Gloves
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		towing lines available in rib.	
Social Distancing difficult to achieve with members of the public using the beach and slip for launch and recovery	HOT	<ol style="list-style-type: none"> 1. Signage 2. Sailors to request that members of public socially distance. 3. Ensure sailors are made aware of and have consideration for other users of the beach 4. Monitor on day of sailing 	
Communication system not clear – would impact on all participants if race management is affected or safety issue arises	COLD	<ol style="list-style-type: none"> 1. VHF radio protocols to be followed by Race Offices and RIBs 2. Courses to be communicated as per Sailing Instructions including WhatsApp and repeating at regular intervals over VHF radio. 3. Results to be issued by email or WhatsApp or on Club website, not on paper lists in the Club 4. Review daily 	
Competitor gets into difficulty and requires urgent assistance with their boat	HOT	<ol style="list-style-type: none"> 1. Following standard sailing protocols, social distancing, cleaning of equipment. 2. Buoyancy aids/floatation devices must be worn on the water. 3. Wind and sea conditions to be considered to assess hazards for sailors and RIBs. 4. Race Officers to assess adequacy of RIB safety cover given numbers, experience and wind/tide conditions 5. Upper wind speed limit to apply. 6. Radios to be used on RIBs for communication with 	<ul style="list-style-type: none"> - Face covering - Gloves

		<p>shore team and PRO with protocols followed to summon rescue.</p> <p>7. All racing to be closely monitored by Race Officers and Boatman and immediately cancelled/abandoned if the wind/sea conditions are becoming more than acceptable.</p> <p>8. Any attempt at a rescue involving close contact with sailors should include the wearing of facial covering and disposable gloves.</p>	
Competitor gets into difficulty in the water and requires assistance getting out of the water	HOT	<p>1. As above</p> <p>2. Standard RSYC Protocol</p> <p>3. RIBs to carry steps/ladder devices to enable self-recovery from water</p> <p>4. Radio communications and protocols to summon external assistance if required</p> <p>5. RIB driver and crew to wear masks and gloves to maximise protection</p>	<ul style="list-style-type: none"> - Face covering - Gloves
First Aid including Basic Life Support	HOT	<p>1. As above</p> <p>2. Endeavouring to minimise the actual risks of sailing</p> <p>3. Wear masks & gloves and hand sanitise</p> <p>4. Perform only Chest Compression BLS.</p> <p>5. Follow UK Resuscitation Council Guidance +/- RYA recommendations</p>	<ul style="list-style-type: none"> - 70% alcohol hand sanitiser - Face covering - Gloves
Competitors may not be able to maintain 2m distance walking and	HOT	<p>1. Control access. Groups of maximum 6 sailors to have separate rigging areas.</p>	

waiting in Dinghy Park and beach.		<ol style="list-style-type: none"> 2. Signage outlining National Guidance on Social Distancing. 3. Sailors to move swiftly on the beach and into dinghies to prevent crowding. 4. Ensure all trolleys are marked and easily identifiable from a distance 5. Good communication between RIBs and PRO 6. Review daily 	
Competitors may not be able to maintain 2m distance walking and waiting on the jetty and pontoon.	HOT	<ol style="list-style-type: none"> 1. Control access to the Jetty 2. Signage outlining National Guidance on Social Distancing. 3. Limit numbers 4. Mark out 2m distances on Jetty 5. Limit number of sailors on the jetty 6. Reduce number of sailors on the pontoon to 2 7. Sailors to move swiftly on the Pontoon and Jetty to prevent standing around. 8. Additional signage. 9. Stagger start times. 	
Competitor may wish to access the changing rooms and loos.	HOT	<ol style="list-style-type: none"> 1. Cloakrooms remain out of use as changing facilities. 2. Toilet and hand washing facilities are available for a max. of 3 people at any one time. 3. Showers remain closed. 4. Notify all competitors prior to attending. Arrive changed ready to sail. 5. Signage 	- Face covering
Competitor may have a cough or display signs of Covid 19	HOT	<ol style="list-style-type: none"> 1. Ask competitor to leave Club area immediately. Follow 	- 70% alcohol hand sanitiser - Face covering

		<p>latest Government Guidance.</p> <ol style="list-style-type: none"> 2. Encourage wearing of facemasks and handwashing. 3. Maintain minimum 2m distance. 4. If person symptomatic, those who have come into contact should self-isolate for 14 days. 	- Gloves
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20. WHAT WE DO IF A MEMBER OR GUEST CONTACTS THE CLUB TO SAY THEY HAVE COVID

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
Member or guest contacts the club remotely to say they may have Covid and have been in contact with people at the club.	HOT	<ol style="list-style-type: none"> 1. Call from a club member or guest should be directed to the membership secretary. 2. Anyone who has symptoms of coronavirus (COVID-19) can get a free test to check if they have the virus. Some people without symptoms can have the test too. 3. You need to get the test done in the first 5 days of having symptoms. 4. If you do not have symptoms, you can only get a test if your hospital has told you to. 5. The membership secretary will guide the member to obtain a test. 6. Link to the test booking site is here - https://www.nhs.uk/ask-for-a-coronavirus-test 7. If the test is positive the member or guest will be 	No PPE requirement.

		<p>contacted by the Track and Test Team.</p> <p>8. The Test and Track team will make contact the club to gather information on who the individual came into contact with.</p> <p>9. Should T&T contact the club to notify that a member has tested positive. The House manager and Membership should undertake an assessment of cleaning to the affected areas. However, it is likely significant time will have passed.</p> <p>10. Review daily</p> <p>11. Crew or Sailors on the Rib will maintain 1m+ distancing which includes sitting side by side beside or 2m if sat opposite one another.</p> <p>12. The rib should be cleaned with soapy water following transportation of crew.</p> <p>13. The controls of the rib should be cleaned after each use.</p>	
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21. REFERENCES

- https://www.rya.org.uk/SiteCollectionDocuments/clubs/Club_Guidance_Covid19_v1.2.pdf
- https://www.rya.org.uk/SiteCollectionDocuments/clubs/Club_Guidance_Covid19_v1.2.pdf
- <https://assets.publishing.service.gov.uk/media/5eb96e8e86650c278b077616/Keeping-workers-and-customers-safe-during-covid-19-restaurants-pubs-bars-takeaways-230620.pdf>
- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>
- <https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19#food-hygiene-guidance>

<https://www.food.gov.uk/business-guidance/reopening-and-adapting-your-food-business-during-covid-19>

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