

Royal Solent Yacht Club
Yarmouth
Isle of Wight

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

PHASE 2 of Reopening
Next Review 31st August 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 – 31 st 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 – 31 st August	Open full time from Mon – Sun lunch & eve (no food Sun eve).	Members and Visiting Yachts People	All areas except Members' Lounge	

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 larger groups of people on the understanding social distancing can be maintained.

It means those with families will be able to go out once a day with members of their household. People living alone can meet someone from another household while maintaining social distancing.

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	1-2 x Bar Tender 1-2 x Kitchen Chefs 1 x KP 1 x In Sink 2-3 x Servers
Bar Area to the East of the Bar	8-10	Spiral Staircase [Balcony Staircase if Raining]	Phase 1	
Bar Area to the West of the Bar	11-13	Spiral Staircase [Balcony Staircase if Raining]	Phase 1	
Members Dining Room	14-18	Spiral Staircase [Balcony Staircase if Raining]	Phase 1	
Large Balcony	19-22	Steps to the far East of the Balcony leading to the colonnade	Phase 1	
Members Balcony	23-24	Spiral Staircase [Balcony Staircase if Raining]	Phase 1	
Grassed/Boat Park Area	25-29	Main Drive	Phase 1	
Colonnade	TBC	TBC	Phase 3	
Members Lounge	TBC	TBC	Phase 3	

3. INTERACTING WITH THE CLUB

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
Welcoming members into the Royal Solent Yacht Club	COLD	<p>In phase 1 of the Club opening the following members are welcome.</p> <p>Those who meet the government criteria for socially distanced meetings;</p> <ol style="list-style-type: none"> [INSIDE] No more than 6 people from 2 households. [OUTSIDE] Maximum of 6 people from any household 	<ul style="list-style-type: none"> 1m+ requires facial coverings to be worn. 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

		<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>	
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>Only 1 person should enter the front office at a time.</p> <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.</p>

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Members or staff requesting face to face meetings	HOT	All face to face meetings should ideally be replaced with 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
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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

5. ENTERING THE CLUB

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
Members/visitors arrive at the Royal Solent Yacht Club	HOT	Members/visitors attending must not be within the shield groups identified here - CLICK HERE Indoor gatherings should only be occurring in groups of up to 2 households (including support bubbles) while outdoor gatherings should only be	A clean Tympanic Thermometer may be used on a member, visitor or staff if required. All touch points must be cleaned at least every 2 hours and at the end of the day. This

		<p>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>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	<p>Display Signage requesting NO ACCESS to Office areas off the main corridor.</p> <ul style="list-style-type: none"> - Cordon off General Toilets and Changing rooms - A Perspex screen will be provided to the front desk. - All office doors must be closed with signage asking people not to enter. - When not in use, the front office will remain closed. 	<ul style="list-style-type: none"> - Hand Hygiene Station - Access to hand washing facilities - Identify and decontaminate touch points at least 1 hourly.
Signing in	HOT	<p>It is not possible for you to log into the signing in book. The name and telephone number of the group contact will be collected prior to arrival.</p>	<p>At the point you book a table you will be asked details of who is the member attending with you. You will also be asked to confirm that you are attending in line with Government and Legal requirements.</p>

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	<ol style="list-style-type: none"> 1. Mark out 2m Points in. <ol style="list-style-type: none"> a. Reception Area, b. Outside Lift on First Floor & Toilet Area c. Across flooring where there may be more than one person at any one time. 	Ensure floor can be cleaned and any markings replaced.
Ensure Members/visitors and Staff operate a single route system	HOT	<p>Show arrow directions moving through the Club. Use communication to ensure no one goes back on their route Provide instructions on how to exit the building. Use the lift only for.</p> <ol 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 cannot manage the stairs. <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>	<p>Ensure members and staff maintain a 2m distance when moving to exit points. Check Exit Points daily for obstacles and trip hazards. All lift buttons should be wiped down with 70% alcohol wipes or spray after use.</p>

7. BEING SHOWN TO YOUR SEAT

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
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Members/visitors will need clear directions / escorting to the table they will remain at for the duration of their stay at the club.	HOT	On arrival everyone will be shown a map and given clear directions. This will advise them on how to get to their table, how to order food or drinks and how to leave the Club. Advice will also be given on using the toilets and wash hand facilities.	Hand Hygiene Station. Where 2m social distancing cannot be achieved and there is no other mitigation such as perspex screens, a face covering the nose and mouth should be used.
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8. BAR SIDE

MEMBERS REQUIREMENTS

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
Members/visitors request a beverage	HOT	Server takes order (can be done on paper pad with personal pen) Take order to bar verbally requesting to bar tender.	Dedicated Pen Personal Pad for shift No further PPE required if hands decontaminated in line with approved hand hygiene technique
Server delivers drink(s)	HOT	Members/visitors will ensure they maintain 2m distance from the server.	Server should wear well fitted facemask where 2m distance cannot be achieved.
Drinking with others	HOT	If you are planning to attend the Club just for drinks, we would like to welcome you to a designated area. The area to the West of The main bar (Zone x) and the Outside Space. It is unfortunate we are unable to accommodate members or guests standing or sitting at the bar.	

STAFF REQUIREMENTS

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
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Opening the Bar	COLD	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.
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	No PPE is required. However approved hand hygiene should be completed if contaminated areas touched.
Supplying a Drink	COLD	Maintaining 2m distance the server will supply the drinks via a trolley or on the green side of the central table from which the member/visitor will take them. For tables of more than 2 people, the server should consider a well fitted facemask. 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.	Where 2m distance can be maintained (I.e. table meant for 6 with only 2 people seated at the opposite side) Where 2m cannot be achieved a face covering should be worn.
Clearing away Glassware	HOT	Members/visitors are asked to remove all items from their table to the Red area of the central table. Once the cleared table is vacated, the table will be cleaned with an approved cleaning product. Touch points (tops of chairs and side arms) will be decontaminated.	A pair of 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, an apron and gloves should be worn.
Closing the Bar	COLD	Work Green to Red. I.e. close Green area before Red area leaving the Red side before finally leaving the bar.	When emptying the bin please wear gloves and a disposable apron. Complete approved hand hygiene pre and post bin emptying.

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.
Table Numbering	COLD	Each table will be provided with a Table Number. Booking a table 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.	Handy Hygiene will be provided at dedicated 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.	2m Social Distance to be Maintained. Order pad allocated to a single member of staff. Meal orders to be processed using staff member's individually allocated till – electronic information prints to the kitchen. Pen to remain with individual member of staff. All paper and tablecloths will be disposed of.

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 hostess/delivery trolley/tray. They will maintain hand hygienic 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 trolley from the kitchen will deliver the members food on a clean tray via the trolley or via the Green Section of the central delivery table from where the member/visitor collects it. The trolley/trays will be used to remove items from the red section of the central table. They 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.	No PPE required unless Server unable to maintain 2m Social Distancing.

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 available on their account card prior to arriving at the Club. This will be done at the point of booking. A payment to the club card will be taken over the telephone.	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	Stylus for Tills 70% Alcohol Wipes for the end of the Servers Shift.

		establishing one for outside (in the Hudleston Bar.	
Payment from Non Club Members	HOT	A single member of the party will be asked to settle the bill using the wireless payment device.	Wireless Payment Device must be wiped with 70% Alcohol Wipe in-between each transaction. Server must complete hand hygiene following completion of the transaction.

12.USING THE TOILET

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
Access and using toilets by members/visitors	HOT	<p>In Phase 1 only the disabled toilets will be open.</p> <p>In Phase 2 the main cloakrooms will re-open for use of the toilets only.</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 paper towels with the towels disposed in a closed top bin.</p> <p>Upon leaving the toilet we ask the member to decontaminate their hands using alcohol gel. 2m tape outside the toilet and lift area will be used to aid maintain social distancing.</p>	<p>Cleaning Wipes 70% alcohol.</p> <p>Hand towels</p> <p>Sealed closing bin.</p> <p>Hand sanitiser 70% alcohol.</p>
STAFF Toilets		Toilets- Staff are asked to wipe the facilities once used with an Alcohol 70% wipe or Anti Bac	Alcohol Wipes 70%, Blue Roll, Antibac spray.

		<p>Spray and blue paper towel. This includes wash basin and taps, the toilet and toilet flush button. Dirty paper towel 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 must be dried carefully not using the hand dryer. Hands to be dried on 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.</p>	
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13. LEAVING THE CLUB

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
Members/visitors vacating the Club.	HOT	<p>Where possible members/visitors should leave the Club through the nearest route/exit.</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> <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.</p>	<p>Hand Hygiene station with decontamination opportunities.</p> <p>70% alcohol gel.</p> <p>All lift buttons should be wiped clean after use with 70% alcohol wipes.</p>

		<p>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 on the coat rack in the foyer 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	<p>It is not possible for members/visitors to access the Club's office space except via the front desk.</p> <p>Where social distancing cannot be achieved, staff should not</p>	Where 2m social distance cannot be maintained, face mask should be worn.

		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.	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.	Roles of paper Table Coverings will be used which will be disposed of following use.
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 1. 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 Facemask. 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; 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 casualties mouth or nose. Cover the casualties face with a towel or cover. 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. Masks should be used when staff and or visitors are unable to maintain 2m (i.e 1m+)

18. TRAINING AND EDUCATION

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
We will provide the following training to our staff	COLD	<p>Each member of staff will receive training on;</p> <ol style="list-style-type: none"> 1. Hand HYGIENE 2. How to apply a face mask 	Maintain Social Distancing Whilst Undertaking Training.

		<ol style="list-style-type: none"> 3. How to decontaminate surfaces. 4. Touch point cleaning. 5. Touch POINTS CHECK LIST 	
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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 where 2m cannot be achieved a 1m+ approach should be adopted including the use of face masks.
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. 	Where 2m distance cannot be achieved 1m+ should be considered. Owing to the multiple touch points in Grants and

		<ol style="list-style-type: none"> 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>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>
Boatman	HOT	<ol style="list-style-type: none"> 1. Boatman 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. 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. 6. Cover the victims mouth and nose with a coat or garment 7. Mouth to mouth resuscitation should not be considered. 	<p>Full PPE and facemasks for carrying out BLS or First Aid</p>

		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	1. Maintain clear through passage on the clubs 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.	- Maintain social distancing. - Decontaminate hands using sanitiser - Shower and change at home.

20. WHAT WE DO IF A MEMBER OR GUEST CONTACTS THE CLUB TO SAY THEY HAVE COVID 19

TASK	HOT or COLD	ACTION REQUIRED	PPE REQUIREMENTS
Member or guest contacts the club to say they may have covid and have been in contact with people at the club.	HOT	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	No PPE requirement.

		<p>the virus. Some people without symptoms can have the test too.</p> <ol style="list-style-type: none"> 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 contacted by the Track and Test Team. 8. The Test and Track team will make contact the club to gather information on who the individual came into contact with. 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. 	
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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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