

Covid-19 – Additional procedure, requirements and restrictions to maintain Covid Secure status at Spinnaker Sailing Club.

1. Version Control and Limitations

This document has been prepared based upon the legislation in force and the guidance available at the time of publication. Due to the evolving nature of the pandemic restrictions may be brought in with little notice. Should there be a change in legislation or guidance this document will be amended as soon as practical to reflect the updates.

Following the publication of “COVID-19 Response – Spring 2021” by the UK Government this document has been updated to provide a guide of how to operate as various activities are permitted by law. The dates of when something may be permitted are a guide only, and confirmation of the law should be sought if the legality of something is in question. This document has been produced to function through Steps 1 and 2, a revision will be issued for when Step 3 takes effect.

Should there be any doubt about whether this document is accurate the Chief Instructor should be contacted as soon as possible either by email – training@spinnakerclub.co.uk or telephone 07880517110.

Version	Date	Author	Reason
1	02/10/2020	James Osborne	Consolidation of existing club Covid-19 documentation.
2	09/10/2020	James Osborne	Change of policy re changing room use
3	26/11/2020	James Osborne	Change of policy re face coverings, amendments to club staffing, inclusion of tiered restrictions
4	04/01/2021	James Osborne	Amendment to include Tier 4
5	22/02/2021	James Osborne	Amendment following Spring Roadmap Announcement

2. How to use this document and enforcement

This document is intended as a consolidated guide to how Spinnaker Sailing Club is managing the risks of Covid-19 and maintain status as a Covid-Secure Venue.

This document should be read in conjunction with the Spinnaker Sailing Club Operations Manual, Spinnaker Sailing Club Byelaws, Club Risk Assessments and any relevant Notice of Race or Sailing Instruction.

It is the responsibility of all visitors, members and staff to ensure Spinnaker Sailing Club remains a safe venue by following all guidance and instructions.

Race Officers (during their duty), Committee Members, the Chief Instructor, Training Centre Principal and Lead Instructor have the authority to suspend activity, modify activity, ask individuals to leave the premises and in extremis close the Club grounds to all individuals should the requirements of this document not be followed.

3. Spinnaker Sailing Club's Statement of Responsibility

Spinnaker Sailing Club takes its responsibilities as a provider of grassroots sports, education and training, and social venue in reducing the risk of Covid-19 seriously.











Spinnaker Sailing Club will act considerably and conservatively in promoting sailing and other outdoor activities at this time. It is recognised that there are many benefits of outdoor activity for mental and physical well being, with a relatively lower risk compared to some other pastimes and activities.

Spinnaker Sailing Club will follow all legislation, Government guidance and National Governing Body guidance to provide a safe environment, by staying within the law and guidance, and the spirit of the aims of the law and guidance.

4. Spring 2021 Roadmap Timeline

The steps below are from the "COVID-19 Response – Spring 2021" document. The dates referred to are the earliest each step will be taken, with confirmation of moving to the next step no less than 7 days before the regulations change. A sign at the entrance to the club will indicate which step has been reached. Within this document are procedures/activities that are only permissible once Step 2 is reached.

The graphic below shows what will be changed as each step is taken through the exit from then Spring 2021 Lockdown. At Step 2 "All Children's Activities" includes supervised indoor activities. Household mixing between adults for exercise, recreational or social purposes is not permitted indoors until Step 3.

STEP 1 8 March		29 March	STEP 2 No earlier than 12 April At least 5 weeks after Step 1
 EDUCATION			 EDUCATION
8 MARCH			<ul style="list-style-type: none"> As previous step
<ul style="list-style-type: none"> Schools and colleges open for all students Practical Higher Education courses 			
 SOCIAL CONTACT			 SOCIAL CONTACT
8 MARCH		29 MARCH	<ul style="list-style-type: none"> Rule of 6 or two households outdoors Household only indoors
<ul style="list-style-type: none"> Exercise and recreation outdoors with household or one other person Household only indoors 		<ul style="list-style-type: none"> Rule of 6 or two households outdoors Household only indoors 	
 BUSINESS & ACTIVITIES			 BUSINESS & ACTIVITIES
8 MARCH		29 MARCH	<ul style="list-style-type: none"> All retail Personal care Libraries & community centres Most outdoor attractions Indoor leisure inc. gyms (individual use only) Self-contained accommodation All children's activities Outdoor hospitality Indoor parent & child groups (max 15 people, excluding under 5s)
<ul style="list-style-type: none"> Wraparound care, including sport, for all children 		<ul style="list-style-type: none"> Organised outdoor sport (children and adults) Outdoor sport and leisure facilities All outdoor children's activities Outdoor parent & child group (max 15 people, excluding under 5s) 	
 TRAVEL			 TRAVEL
8 MARCH		29 MARCH	<ul style="list-style-type: none"> Domestic overnight stays (household only) No international holidays
<ul style="list-style-type: none"> Stay at home No holidays 		<ul style="list-style-type: none"> Minimise travel No holidays 	
 EVENTS			 EVENTS
<ul style="list-style-type: none"> Funerals (30) Weddings and wakes (6) 			<ul style="list-style-type: none"> Funerals (30) Weddings, wakes, receptions (15) Event pilots

5. Self Isolation and Social Distancing

The Government's guidance on social distancing, and self isolation must be followed at all times.

Any individual who is required to self isolate under Government guidance must not come to Spinnaker Sailing Club. In the event that an individual is required to self isolate and has booked and paid for a space on a club activity a full refund will be provided at the earliest opportunity once it is certain that individual cannot attend.

Within England the current social distancing guidance is for "1 metre plus". This means that social distancing of 1 to 2 metres should be maintained as a minimum when mitigations are in place such as face coverings, increased ventilation (including being outdoors) or not sitting face to face. If there are no mitigations in place a distance of 2 metres should be maintained.

Social Distancing Afloat - Dinghies

Social distancing can be further reduced to 50cm whilst afloat sailing in accordance with the DCMS approved [RYA Guidance on Sailing & Racing with Participants From Different Households During Covid-19 in England](#). This guidance can be applied to racing, recreational sailing and advanced dinghy tuition at RYA Youth Stage 4 or RYA National Dinghy Level 3 and above. Dinghy training at or below the standard or RYA Youth Stage 3 or RYA National Dinghy Level 2 should be in single handed dinghies.

To aid in social distancing from safety boat crews all sailors should follow the RYA advice of sailing considerably and conservatively. To this end all sailors should assess the condition before going afloat and whether they are within the capabilities of them and their craft. The Duty Senior Instructor and Race Officer have the authority as appropriate to curtail sailing to ensure the safety of all sailors, and supporting individuals.

Social Distancing Afloat – Powerboating

Whilst afloat in powerboats distancing of "1 metre plus" should be maintained if boat crews are not from the same household.

For powerboat tuition this limits training to the use of the Rigiflex safety boats which can accommodate up to 3 individuals whilst maintaining social distancing for all participants.

For safety/coach boat information please refer to the section below.

6. Supporting NHS Test and Trace

In support of the NHS Test and Trace role Spinnaker Sailing Club has introduced the logging of all members, staff and visitors onto the site. This is to support contact tracing, should a member, employee or visitor be tested and found to be carrying Covid-19. The data collected will be stored securely and only used to support NHS Contact Tracing if required.

Recording of Data for Employees:

When at the club in their employed capacity the presence of staff is record via their timesheet which is to be completed daily. Should an employee also be a member of the club if they are on-site outside of their hours of employment they must use the procedures outlined below for Club Members.

Recording of Data for Members and Visitors:

Members and visitors to the Club must register their presence at the Club using the Spinnaker Sailing Club Website “Book a Slot” function - <https://www.spinnakerclub.co.uk/>. Full details of this, including video “how to” guides can be found [here](#).

Recording of Data for Group Members:

Group members are required to contact the Chief Instructor in advance of all sessions to provide the dates and times they will be on site to allow recording of their activities.

NHS Test and Trace App:

A poster showing the QR Code for Spinnaker Sailing Club to enable the use of the NHS Test and Trace App can be found at the front door to the clubhouse.

7. Application of the Rule of 6

The “Rule of 6” is now written into law, with criminal penalties in the event it is broken. There are a number of exemptions to the “Rule of 6,” one of which is for “...exercise classes, organised outdoor sport or licensed outdoor physical activity, and supervised sporting activity (indoors or outdoors) for under-18s.”

The above exemption enables formally organised training and racing activity to continue at Spinnaker Sailing Club for socially distanced groups larger than 6. Gatherings greater than 6 must be restricted to activities required for the sport or activity to take place. Post-racing/training social gatherings must comply with the Rule of 6.

Please note that the Rule of 6 requires that you arrive at a venue in a group of 6, and do not interact or “mingle” with other groups of 6. For example a large extended family of 10 cannot visit the club, sit in two groups of five, and then change the groups they are in so that everyone can meet with everyone. Each group of five in this example must remain as a group, and should not mingle with another.

8. Sanitising of Equipment

To reduce the risk of transmission all Club owned equipment is to be sanitised after use using the methods detailed below. During certain events and activities such as Team Racing where boats are being crewed by multiple individuals in quick succession the sanitising should be done by the crew taking over the craft/equipment. Where an item will sit unused for a period of time it should be sanitised by the person who has just used it or a member of club staff.

The sanitising equipment and materials are stored in the Race Hut.

Sanitising of dinghies, powerboats and other hard items

Club owned dinghies and powerboats are to be sanitised after use using the club provided sanitiser. The club is using “Ecoworks Marine Sanitiser” this is delivered in bulk 20 litre drums, in a ready to use form. The sanitiser solution can then be dispensed into either a 5 litre “weed sprayer” suitable for sanitising larger areas or into a 750ml trigger spray bottle for smaller areas such as VHF radios or engine controls.

When used the sanitising solution should be sprayed directly onto the area to be cleaned and then left. During powerboating courses the controls should be sprayed between each person taking the helm.

Sanitising of Buoyancy Aids, Helmets and Waterproofs

If club owned buoyancy aids, helmets or waterproofs are used they should be sanitised using a Milton Solution immediately after use. To ensure the Milton solution is effective the item should be left in the solution for 15 minutes.

9. Provision of Safety and Coaching Boats

Crewing

To maintain social distancing it is planned that all safety, support and coach boats will be manned by the individuals of one household. This is to permit social distancing to be maintained whilst afloat, allowing space should a casualty need to be brought aboard the vessel to be returned to shore.

As recovering a casualty involves close contact methods of recovery not requiring physical assistance such as scooping an individual into their dinghy should be considered.

By dynamic risk assessment it may be appropriate for 2 individuals from different households to respond to a live incident together in a single safety boat. This assessment should be based upon the risks at that time to life from the incident and the potential risk of Covid-19 transmission.

PPE

PPE Packs are carried in all safety barrels containing gloves and face coverings. Spare packs are kept in the Race Hut and should be carried in the buoyancy aid of all instructors and safety boat crew whilst afloat. At the first indication that social distancing of 1 metre cannot be maintained the safety boat crew should don their PPE to protect themselves and any casualties.

Craft Choice

When selecting the safety boat to use consideration should be given to the suitability of the craft, with particular thought of how a casualty would be recovered if they were incapacitated. Additional consideration should be given to the use of a Rib to enable recovery of a casualty by deflating a sponson.

Further Guidance:

Further guidance from the RYA on single handed safety boat techniques can be found [here](#).

10. Running of Racing

To reduce the risk of transmission shared items between competitors and race officials will be restricted. There will be no signing on sheet, crossing the start line will indicate participation in a race.

When running racing from the race hut/deck the course diagram and competitors notice boards should be lent against the fence, facing towards the clubhouse, so that racers do not need to come onto the decked area.

There will be no race briefings for club racing.

For Open events an online race briefing will be held prior to the event.

The race hut computer is not to be used. Results are to be recorded on paper, with this then emailed/scanned to the results co-ordinator for processing and publishing.

There will be no prize giving ceremonies.

11. Use of Indoor Facilities

The use of indoor facilities is heavily restricted at Spinnaker Sailing Club at this time, as indoor areas have been shown to present a greater risk of transmission.

At all entrances to the Clubhouse alcohol based hand-gel will be available for individuals to use.

Face coverings should be worn when accessing the changing room areas, the collection of drinks from the bar, and during indoor training/briefing sessions.

Toilets and Changing Rooms:

The maximum occupancy of the male changing room is 5, the maximum occupancy of the female changing room is 5.

Access to the changing rooms to allow use of toilets and hand basins is permitted.

Indoors changing is not permitted showers must not be used at any time.

Main Clubhouse Seating Area:

The main clubhouse areas is currently closed to general access. This area is opened when the Bar/Galley is open to allow the collection of drinks only. During this time a one way system must be implemented using the queuing barriers.

At the discretion of the Chief Instructor or Duty Senior Instructor the main area may be opened up for training groups for briefing and debriefing during inclement weather. The use of indoor teaching areas should only be considered when the weather prevents the use of outdoor areas.

The maximum number of individuals who may use the main clubhouse area at once is 16.

Galley and Bar

The full galley area may only be used by the someone authorised to do so by the Main Committee. To prevent contamination of food preparation areas and utensils this area is to be kept locked when not in use.

The “front galley” is available for the making of hot drinks to rewarm participants if necessary. It is available at the discretion of the Chief Instructor, Duty Senior Instructor or Committee Members. If this area is used by a visiting group they are responsible for fully cleaning it after use. Access to the front galley is to be restricted to 1 person, who should make all beverages for participants. There is to be no general access to this area.

The bar is available when staffed by the Club Caterer or a committee member. There is only to be 1 person behind the bar at a time.

Club Office

The club office should only be accessed by those who require its facilities for either their employment or club duty. Normally only the Chief Instructor, Lead Instructor/Administrator, Financial Administrator, and Committee Members should require access.

Club staff are not to use the office as a way of accessing the main clubhouse area from outside or vice versa.

A maximum of 3 individuals may be in the office at once.

Training Room

At the discretion of the Chief Instructor or Duty Senior Instructor the main area may be opened up for training groups for briefing and debriefing during inclement weather. The use of indoor teaching areas should only be considered when the weather prevents the use of outdoor areas.

The maximum number of individuals who may use the training room at once is 7.

Race Hut

The race hut may be used to run racing, and can be accessed as necessary to obtain powerboat and sanitising equipment. A maximum of 3 individuals may be in the race hut at any one time.

12. Taking of Payments

No cash or cheques are to be accepted as payment at this time.

Payment for all activities and services should ideally be made in advance via the club website or Sailing Club Manager invoicing system.

Should an on the spot payment be required this is to be done using the iZettle card reader and Ipad, which is capable of contactless card payments.