



Queenscliff Cruising Yacht Club
INC.

REGISTRATION NO. A0017353E

COVID-19 Safety Plan

1. Introduction
2. Government Regulations
3. COVID-19 Virus
4. Reducing the Risk of Introduction and Spread of COVID-19
 - a. Hygiene and Physical Distancing
 - b. Personal Protective Equipment
 - c. Cleaning and Disinfecting
5. Maintaining Records
6. Recommended Transmission Control Measures
7. General Rules around the Clubhouse
8. Arriving at QCYC
9. Response to a suspected or confirmed case of COVID-19 at the Club
10. A Last Word

1. INTRODUCTION

The future is looking more promising but we are still in the midst of a declared pandemic and everyone has had to adjust to all types of changes in their daily lives. The Committee is keen to welcome Members back and are determined to work with Members to ensure the health and safety of all those who visit.

Measures have been put in place to comply with State and Federal Government regulations. These must be adhered to by every visitor to QCYC.

The aim of the QCYC COVID-19 Safety Plan is to prevent the transmission of COVID-19 among Members, visitors, families and the broader community.

These measures may need to be amended or updated as required to ensure they reflect up-to-date information from Government and Public Health officials. They may also be changed to improve the working of the Club as the first visitors test the working of the Plan.

The QCYC Committee expects all Members, visitors, contractors, families and the broader community to:

- comply with the health directions of the Government and Public Health Authorities as issued;
- comply with the QCYC COVID-19 Safety Plan at all times while visiting the Club;
- comply with any testing and precautionary measures implemented by the Club;
- be honest about the state of their personal health and any potential symptoms; and
- monitor their health and take a cautious approach to self-isolation and reporting of potential symptoms.

The Committee will ensure all Members are kept informed of COVID-19 measures at the Club through Member emails and the QCYC website.

2. GOVERNMENT REGULATIONS

It is expected that anyone visiting QCYC will follow the State Government and public health authority recommendations and regulations on COVID-19 measures.

Current Victorian Restrictions

The current restrictions are regularly updated on the Victorian Government website, www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19.

The services offered at QCYC are covered across several industry sectors which include:

- restaurants, cafes, bars, pubs and nightclubs;
- community facilities;
- sport and exercise;

Sailing Regulations

Australian Sailing provides an interpretation of the relevant guidelines in regard to sailing regulations by which QCYC will be guided.

3. COVID-19 Virus

The coronavirus is a new disease that the world is still learning about. It is currently understood that COVID-19 can be transmitted by contact with respiratory droplets, airborne transmission and contaminated surfaces. The Delta variant of this virus is more highly transmissible. Mask wearing, ensuring hands are cleaned regularly, maintaining 1.5m social distance all assist in keeping everyone safe from the virus however vaccination is the most effective protection.

Respiratory droplets transmission

Droplets are spread by an infected person through coughing, sneezing, kissing, talking or singing. These droplets can enter your mouth, nose or eyes and cause infection.

Airborne transmission

Infection can be caused from tiny particles that float in the air from an infected person. The virus can remain in the air for some time particularly in indoor spaces with poor ventilation.

Contaminated surface transmission

When secretions or droplets from an infected person touch the surface of objects the virus is left on the object. The virus can live on surfaces for hours, days or almost a month depending on the temperature, humidity, type of surface, how much virus is present, etc. By touching the infected surface and then touching your nose, mouth or eyes the virus can be spread from person to person.

If you have any symptoms, however mild, you should seek advice and get tested. Symptoms to watch out for are:

- loss or change in sense of smell or taste;
- fever;
- chills or sweats;
- cough;
- sore throat;
- shortness of breath;
- runny nose.

In certain circumstances headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea may also be considered.

4. REDUCING THE RISK OF INTRODUCTION AND THE SPREAD OF COVID-19

a. Get Vaccinated

The best way to protect yourself from the spread of COVID-19 is to be vaccinated.

b. Hygiene and Physical Distancing

The Victorian Government states that to keep yourself, friends, family and everyone you have contact with safe, there are four key actions that must be followed:

- stay at home and get tested if you have symptoms of COVID-19, however mild;
- practice good hygiene – wash your hands regularly and cough or sneeze into a tissue or your elbow;
- keep your distance – stay 1.5 metres away from anyone you do not live with;
- take a fitted face mask when you leave home to be worn inside shops, venues, etc. or when outside and unable to socially distance.

It is important to emphasise that these safety preventatives are not only to keep yourself safe but are also to keep everyone you come into contact with safe. At QCYC we need to ensure we look after ourselves as well all other Members and visitors.

Alcohol-based hand sanitiser stands have been installed at the main entry doors to the clubhouse and must be used prior to entering the clubhouse. Additional soap dispensers have been installed in the bathrooms and kitchen for hand washing. Hand washing should be done regularly. Avoid touching your eyes, nose, mouth and particularly your face mask.

c. Personal Protective Equipment (PPE)

• Face Masks

- A fitted face mask, that covers the nose and mouth, must be carried at all times and must be worn inside the clubhouse by everyone 12 years and over as mandated by the Victorian Government. Masks can be removed when eating or drinking.
- Wash your hands before putting on the mask.
- Do not touch the mask while wearing it and, if you do, wash your hands immediately.
- Remove the mask carefully by holding the ear loops or ties only and do not touch the outside of the mask.
- Wash material face masks daily or when dirty or wet.
- Used single-use face masks must be put in a rubbish bin.

- Wash hands after removal or disposal of the mask.
- **Gloves**
 - Wash hands before putting on protective gloves.
 - Pull gloves up to cover the wrist.
 - Keep hands away from the face.
 - Limit surfaces touched.
 - Change gloves if torn or heavily contaminated.
 - To remove gloves, grasp the palm area of one glove and peel off this glove so that it is inside out. Hold removed glove in gloved hand. Slide ungloved fingers under remaining glove at wrist and peel glove over the first glove.
 - Used gloves must be put in a rubbish bin.
 - Wash hands after disposal of the gloves.

c. The Importance of Cleaning and Disinfecting

Cleaning and disinfecting high touch surfaces regularly (door handles, light switches, bench tops, taps, tables, chairs, etc.) is essential to maintaining a safe environment.

- Cleaning should be done first, which means wiping dirt and germs off a surface using a common household detergent product.
- Disinfecting the surface is then done using a common household product that is labeled 'disinfectant'.

High usage surfaces should be cleaned on a regular basis to reduce the risk of transmission. A twice daily disinfecting of all regularly used surfaces must be done in and around the clubhouse.

The Voluntary Tasks Board lists the communal areas that must be cleaned each day. A Cleaning Tasks folder, kept on the shelf under the Voluntary Tasks Board in the recreation room, has specific cleaning tasks for each area.

A daily cleaning log for each communal area must be completed every time each area is cleaned or disinfected as mandated by the Victorian Government. The cleaning log sheet must be put on the shelf under the Voluntary Tasks Board in the recreation room for Members to complete as areas are cleaned. New daily cleaning log sheets are kept in the COVID-19 folder and completed sheets must be filed in this folder.

Cleaners will be employed on a daily basis over the busy Christmas, Australia Day and Easter holiday periods. The cleaners will clean

the kitchen, ladies, men's and disabled toilet areas. Members will still be required to vacuum the clubhouse, clean external areas and undertake any other cleaning as required. Members must also undertake the twice daily disinfecting of regularly touched surfaces.

Out of the main holiday periods at the Club it is important that these safety precautions are undertaken. It is highly recommended that on entering the clubhouse a thorough clean and disinfect is undertaken to ensure all communal areas are safe. A thorough clean and disinfect must be undertaken before leaving the clubhouse to ensure it is safe for the next user. All cleaning and disinfecting must be recorded on a Daily Cleaning Log sheet.

Members and visitors must be totally self sufficient when visiting QCYC by bringing their own face masks, protective glasses, gloves and sanitiser wipes. Sanitiser wipes can be used to wipe the toilet seat, taps, chairs, light switches, door handles, etc. before and after using as an added precaution. Sanitiser wipes must not be flushed down the toilet.

5. MAINTAINING RECORDS

Vaccination Status

In line with the State Government advice, all Members, visitors and guests aged 16 and over must be fully vaccinated and are required to have proof of this or have a valid exemption certificate.

All volunteers of the Club are also required to prove their vaccination status prior to providing any service. No vaccination status records are kept by QCYC.

Online Booking Form

Whether visiting QCYC by boat or car or for a day visit or a longer stay, an online booking form must be completed and submitted. All crew and guests must be listed on the booking form including the ages of children under 16. When an online booking form is submitted, it confirms the declaration that all persons named on the form are fully vaccinated, unless underage or holding a valid exemption. The booking form is available from the QCYC website, www.qcyc.org.au.

A register of bookings will be kept to manage the number of Members at the Club each day. If the total booking numbers for the period requested have not been filled, an email will be sent confirming the booking.

Payment can then be made on TryBooking prior to departure.

Please note:

- During busy periods it will not be possible to tie up at the wharf or utilise the clubhouse facilities if these procedures are not followed.
- It is understood that the weather can affect arrival and departure dates which will add extra complexity in the managing of the number of Members at the Club at any one time.

All booking and confirmation emails will be kept by Sam Davis.

QR Code

This is a mandatory requirement of the State Government.

A QR code has been set up for the Club and this is available in the main entry, dining room and bar. On arrival at the Club please scan the QR code and enter your contact details.

Please note that the QR code assumes an arrival and departure on the same day which means it is necessary to check in with the QR code each day you are at the Club.

QCYC has no access to any of the information provided using the QR code.

There is a sheet available in the main entry for entering your name and contact details if there is any difficulty with the QR code. This sheet requires only one entry for your stay as long as the arrival and departure dates are entered.

Cleaning Log

This is a mandatory requirement as directed by the State Government.

A cleaning log for each communal area must be completed every time an area is cleaned or disinfected. The daily cleaning log is kept by the Voluntary Tasks board in the recreation room.

The booking form and confirmation emails, contact details manual record sheet and cleaning log sheets will be provided to the Department of Health and Human Services in the event there is a suspected or confirmed case of COVID-19 at QCYC.

6. RECOMMENDED TRANSMISSION CONTROL MEASURES

If visiting the Club the following safe practices below are highly recommended:

- disinfect before and after use of a table, toilet door lock, etc.
- wear a well fitted face mask inside the clubhouse and when outside, if unable to socially distance;
- practice good hygiene and health management protocols;
- maintain physical distancing;
- understand the risk and symptoms;
- assist in cleaning and disinfecting frequently touched surfaces;
- bump elbows rather than shaking hands;
- do not share towels, drink bottles, etc;
- assess your health before visiting the Club and stay home if you are unwell;
- advise the QCYC Commodore, Officer of the Day (OOD) or Committee Member immediately if you start to feel unwell. Contact numbers for the Committee are on the noticeboard in the recreation room. Contact number for the OOD will be at the top of the Voluntary Tasks Board;
- get tested if you display any early symptoms.

There is always the risk of the virus spreading from a cleaning or disinfectant container, a pen at the entry desk used to fill in the wharfage book, etc. so these should be regularly cleaned.

7. GENERAL RULES AT QCYC

Arriving at QCYC

During the busy Christmas and Easter holiday periods, there will be an OOD and a COVID Manager on duty who will be available to assist with your arrival whether by car or boat. They will confirm your booking, require proof of vaccination status for all crew and guests, and will ensure that everyone checks in using the QR code. Please also remember to complete the Wharfage Book if arriving by boat and staying overnight and ensure that all non-Members fill in the Visitors Book each day they are at the Club.

QCYC is a unique destination with numerous arrival and entry points which makes it very difficult to manage. It is expected that all skippers and drivers, who bring Members and guests to the Club, will ensure that everyone in their group is double vaccinated and have proof of this or have a valid exemption certificate, prior to arrival. We do not want to have to turn a boat away because they cannot prove all crew are vaccinated.

We have looked into many ways to manage the requirement to check everyone's vaccination status, from stickers, to stamps on hands, etc. It has been agreed that the simplest and least intrusive way of managing this during busy periods is to provide each person, on arrival, with a 'hospital-style' wristband which can be worn for the duration of their stay. Anyone without a wristband will be required to prove their vaccination status or provide their valid exemption certificate.

The Visitors Book in the foyer must be completed immediately upon arrival by all non-Members and completed again each morning of your stay. The Wharfage Book must also be filled in immediately on arrival.

Outside the busy holiday periods when there is no OOD or COVID Manager on duty, please ensure that all your crew and visitors have proof of vaccination with them in case they are requested to show this at the Club and ensure that everyone checks in using the QR code each day of your stay. While doing this, please remember to ensure all non-Members complete the Visitor Book by the Wharfage Book in the foyer each day of their stay and that the Wharfage Book is also filled in.

To limit the risk of the introduction and spread of COVID-19 in the clubhouse and to Members, the clubhouse will be kept locked when there are no bookings.

Alcohol-based hand sanitiser stands have been installed at the main entry doors to the clubhouse and must be used prior to entering the

clubhouse. Additional soap dispensers have been installed in the bathrooms and kitchen for hand washing which should be done regularly.

The general rule around the clubhouse is “if something is touched it should be cleaned and disinfected”.

Windows and doors must be kept open as much as possible to maintain optimum airflow.

The current State Government restrictions allow for one person per 4 m² indoors and one person per 2 m² outdoors. Therefore, the following numbers allowed in each area of the Club with appropriate social distancing are:

- 4 in the kitchen;
- 22 in the dining room;
- 21 in the recreation room
- 3 in the ladies or men's toilets;
- 1 in the laundry;
- 13 in the bar;
- 32 on the bar eastern deck;
- 40 on the bar western deck;
- 100 in the BBQ area.

These numbers will be amended as Government and Public Health regulations change.

Twice daily disinfecting of all regularly touched surfaces, as well as the usual daily cleaning of areas, will be done by Members. During the busy holiday periods cleaners will be employed to clean the kitchen, ladies, men's and disabled toilet areas.

Younger children must be under parental supervision at all times. Hand washing must be undertaken regularly and children should be encouraged to understand how to protect others from coughs and sneezes.

8. ARRIVING AT QCYC

Out of main holiday periods, it is highly recommended that the clubhouse be cleaned and disinfected on arrival to ensure all communal areas are not contaminated. The clubhouse must be thoroughly cleaned and disinfected prior to leaving.

Kitchen

A maximum of 4 socially distanced Members can be in the kitchen at any one time.

All used kitchen equipment must be thoroughly cleaned and, if safe, disinfected or put in the dishwasher.

All items must be thoroughly cleaned of all food scraps before being put in the dishwasher. All items must be allowed to steam dry and then put away or put away wet. Tea towels must not be used to dry communal dishes.

Soap dispensers have been provided at each kitchen sink for hand washing.

Dining Room

A maximum of 22 socially distanced Members can be in the dining room at any one time.

The tables have been set out in the dining room to maintain social distancing requirements. Please do not move them. There are only enough tables and chairs available for the number of people allowed in the area.

If you use the dining room please remember to clean and disinfect the table surface and chair when you are finished.

Ladies and Men's Toilets

A maximum of 3 socially distanced Members can be in the ladies or men's toilets at any one time.

Paper towels are available. Please do not leave your personal towel in the bathroom. It must be brought into the clubhouse as needed and returned to your boat immediately afterwards.

Soap dispensers have been provided for hand washing.

Recreation room

A maximum of 21 socially distanced Members can be in the Recreation room at any one time.

The table tennis bats, balls and table can be used but must be disinfected after use. The piano keys must be disinfected after use.

If you use the recreation room please remember to clean and disinfect any table or bench surface, chair, etc. when you are finished.

Laundry

A maximum of 1 Member can be in the laundry at any one time.

The washing machine and sink are available for use. The washing machine and sink must be cleaned and disinfected before use and disinfected again after use.

Bar

A maximum of 13 socially distanced Members can be in the bar at any one time. A maximum of 32 socially distanced Members can be on the eastern balcony and 42 on the western balcony at any one time.

If you use the bar please remember to clean and disinfect the table surface and chair when you are finished.

BBQ area

A maximum of 100 socially distanced Members can be in the BBQ area at any one time.

The BBQ's are available for use. Before and after using the BBQ:

- all equipment used must be put through the dishwasher;
- any items that cannot be put through the dishwasher must be cleaned and disinfected as appropriate;
- benches, BBQ and sink area must be cleaned and disinfected.

The tables have been set out in the BBQ area to maintain social distancing requirements. Please do not move them.

If you use the BBQ area please remember to clean and disinfect the table surface and chair when you are finished.

9. RESPONSE OF A COVID-19 SUSPECTED CASE OR DIAGNOSIS AT QCYC

The following measures will be immediately taken.

- The Commodore, Officer of the Day or Committee Member must be contacted if there is a suspected case or diagnosis at the Club. Contact details are on the noticeboard in the recreation room.
- The Commodore, OOD or Committee Member will take on the role of COVID-19 Manager, if one is not already on duty.
- The suspected case must immediately isolate to minimise interaction and spread of the virus.
- The COVID-19 Manager must determine who else may have had close contact and may need to isolate. This would include everyone on the same boat as the suspected case plus all others who have had close contact. Close contact being 15 minutes of face-to-face contact or more than two hours in a closed space with the suspected or diagnosed case.
- The COVID-19 Manager must advise the State Health Authorities of any suspected COVID-19 case by calling the Victorian COVID-19 hotline on 1800 675 398.
- The COVID-19 Manager must organise the deep cleaning of the disabled toilet which will be allocated for use by the suspected case and immediate contacts.
- The COVID-19 Manager must make sure a medical review and testing is organised of the suspected case and close contacts.
- If required, the COVID-19 Manager, on approval from the Committee, will close the clubhouse for a period to assist with transmission reduction.
- The COVID-19 Manager will organise the deep cleaning of the premises as required.
- The COVID-19 Manager will allow access of records of all visitors to QCYC providing date of visit and contact details as required by the Department of Health and Human Services for contact tracing.
- QCYC will respect the privacy of people with a confirmed case of the virus and treat their condition with understanding and compassion.

If you have been in close contact with a person with the virus you should not visit QCYC for 14 days after this contact and must quarantine during this period as directed by Department of health and Human Services.

10. A LAST WORD

As a community, we have all been affected by this pandemic and it is essential that we protect QCYC Members and the greater community as best we can.

This Plan has been written to keep all Members, visitors, guests, friends, family, etc. safe from COVID-19 while at QCYC. It will only work if everyone respects and follows the Plan.

We can all have interaction with many people during any given day and might easily come into contact with someone who may not know they have the virus. We must, not only continue to protect ourselves but, protect the whole QCYC and broader community.

The restrictions set out in this document will affect your visit to QCYC. The Committee requires all Members and visitors to uphold these rules to ensure that QCYC stays open, safe and welcoming to everyone.