



## COVID-19 Safety Plan – Effective 20 November 2020

Business details	
<b>Business Name:</b>	<b>Swanning Around</b>
<b>Yacht Name</b>	<b>Eve</b>
<b>Plan completed by:</b>	<b>Jessica Nuel</b>
<b>Approved by (Owner):</b>	<b>Steven Capell</b>

## Summary

This Safety Plan outlines how Swanning Around is complying with Public Health Orders and NSW Health advice in relation to the COVID-19 pandemic, and managing risks posed by the virus to staff, racing crew and visitors. The format of the Plan is based on the specific COVID-19 Safety Plan template provided by the NSW Government for Community sporting competitions and full training activities.

REQUIREMENTS	ACTIONS
<b>Wellbeing of staff and customers</b>	
<p><b>Exclude staff, volunteers, parents/carers and participants who are unwell.</b></p>	<p>Swanning Around will exclude staff, race crew and visitors who are feeling unwell or displays any of the symptoms of coronavirus (runny nose, cough, sore or scratchy throat, fever, loss of smell or taste, or shortness of breath, etc).</p> <p>We will instruct staff and participants to self-isolate and get tested immediately. Prior boarding the vessel, any unwell staff and participants will be asked to provide evidence of their negative test results.</p> <p>Furthermore, Swanning Around will require each crew member to be tested prior to the Sydney to Hobart Yacht Ocean Race and show evidence of negative test results.</p>
<p><b>Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick visitor.</b></p>	<p>Swanning Around will provide to staff, race crew and participant with information and training on when to get tested, physical distancing, and cleaning.</p> <p>Swanning Around staff have received training in relation to staying away from work when sick, physical distancing, wearing masks, cleaning requirements, and directing sick visitors to leave.</p> <p>Testing clinics can be found by the following means:</p> <ul style="list-style-type: none"> <li>NSW Government COVID-19 website: <a href="https://www.nsw.gov.au/covid-19">https://www.nsw.gov.au/covid-19</a> National Coronavirus Helpline: 1800 020 080.</li> </ul>
<p><b>Make staff aware of their leave entitlements if they are sick or required to self-isolate.</b></p>	<p>Swanning Around staff is aware of their leave entitlements if they are sick or required to self-isolate.</p>
<p><b>Display conditions of entry (website, social media, venue entry).</b></p>	<p>General Conditions of Entry to the Yacht ‘Eve’ can be found on the Swanning Around website.</p> <p>Special Conditions of Entry in light of the COVID-19 pandemic have been created and promoted through email via the Hobart race crew group channel and during the safety briefing before training and racing.</p>
<p><b>If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.</b></p>	<p>Swanning Around will not be using catering services until further notice</p>

**Ensure processes are in place to exclude participants (including spectators and officials) if they have visited a location in NSW at a time and date that requires them to self-isolate, in the 14 days prior. Locations with self-isolate alerts are listed on the NSW Government website.**

Swanning Around encourages people who live in, or have visited any of the areas for increased testing in the last two weeks or have visited a venue with a confirmed COVID19 case to get tested immediately and self-isolated.

REQUIREMENTS	ACTIONS
<b>Physical distancing</b>	
<p><b>Ensure the number of people in a facility does not exceed one person per 4 square metres of space (excluding staff) to a maximum of 500 people.</b></p>	<p>The maximal capacity of the Yacht 'Eve' during training and racing is 15, excluding staff.</p> <p>As per NSW Health guidelines, full contact allowed during training and competition with no limits on crew numbers however, physical distancing of 1.5 m when not training or competing must be adhered to at all times. Therefore, any Swanning Around visitors will be instructed to stay on the dock at 1.5 metres apart or wear a mask if they can't. This includes before, during and after sporting activities.</p>
<p><b>Minimise co-mingling of participants from different games and timeslots where possible.</b></p>	<p>Marina berth will be allocated to the Yacht 'Eve' at CYCA that will allow participants to move to their designated area without interaction with other racing groups and visitors on site. All participants will be advised that they are not to co-mingle with other members at the CYCA Marina.</p>
<p><b>Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. People who live in the same household are not required to distance.</b></p>	<p>More than one parent may attend community sporting activities if physical distancing of at least 1.5 metres can be maintained between people that are not from the same household. For visitors willing to look at the yacht, on boarding the vessel, groups will be boarded one at a time and visitors will be asked to wait a safe distance until the staff is ready for them to board.</p> <p>Outside of training and competition, a maximum of eight visitors** is permitted on board the vessel, this allows more than the required 4sqm per person on board (including staff). Only one visitor is permitted downstairs at any one time and should use the hand sanitiser in the companion way before going down below. Visitors may move around the vessel, but we ask to respect physical distancing when they do.</p> <p>** This number may be higher but depends on family, household groups.</p>
<p><b>Have strategies in place to manage gatherings that may occur immediately outside the premises, such as with drop off and pick up zones or staggered start/finish times.</b></p>	<p>Stagger start and finish times of training/racing activities to prevent crowding at entries, exits and drop off or pick up points. Swanning Around will remind crew members of the 'get in, sail and get out'.</p>
<p><b>Where possible, encourage participants to avoid carpools with people from different household groups.</b></p>	<p>Crew members will be encouraged to provide their own private transport and manage their risks accordingly.</p>
<p><b>Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.</b></p>	<p>Swanning Around will be responsible to ensure physical distancing on the dock.</p>

<p><b>Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.</b></p>	<p>Racing crew are advised to leave the Yacht ‘Eve’ as soon as practical after the completion of the activity.</p>
<p><b>Use telephone or video platforms for essential staff meetings where practical.</b></p>	<p>Swanning Around is using telephone and/or email for communication.</p>
<p><b>Review regular business deliveries and request contactless delivery and invoicing where practical.</b></p>	<p>Contactless delivery is encouraged and is used whenever possible. Electronic paperwork is encouraged and used wherever possible, and if a pen is required for signature careful hand hygiene practices are enforced.</p>

REQUIREMENTS	ACTIONS
<b>Hygiene and cleaning</b>	
<p><b>Adopt good hand hygiene practices.</b></p>	<p>Thorough cleaning with detergent/disinfectant before and after every training/racing sail both above deck and below.</p> <p>Each race crew is expected to follow a good hygiene practices including frequent hand washing.</p> <p><b>GENERAL HAND HYGIENE PRINCIPLES</b></p> <ul style="list-style-type: none"> <li>• Avoid touching your face, with unwashed hands</li> <li>• All amenities at SIRC have soap dispensers, please ensure that you wash your hands for at least 20 seconds (following the good handwashing hygiene recommendations)</li> <li>• Use alcohol-based hand sanitisers</li> <li>• Ensure you are using proper hygiene etiquette by coughing and/or sneezing into your arm or tissue. If using a tissue, please place it in a bin after use and then re-sanitise your hands</li> <li>• No spitting in public. If you need to spit, please spit into a tissue, and place it in the bin and then re-sanitise your hands</li> </ul>
<p><b>Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.</b></p>	<p>Hand hygiene is promoted to Swanning Around staff, racing crew and visitors. Gloves have been provided to Swanning Around staff where appropriate and hand sanitiser units have been installed above and below the deck. Cleaning solutions and wipes are available on board.</p>
<p><b>Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Consider providing visual aids above hand wash basins to support effective hand washing.</b></p>	<p>Each bathroom is well stocked with hand soap and paper towels</p>
<p><b>Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.</b></p>	<p>Each crew member will be encouraged to bring their own water bottle. In addition, spared bottle of water will be available onboard the Yacht 'Eve' and will be identified to a particular crew with their name on it prior to the race or training, as required.</p>
<p><b>Clean frequently used indoor hard surface areas, including children's play areas, at least daily; first with detergent and water, and then disinfect. Clean frequently touched areas and surfaces, including in communal facilities, several times per day</b></p>	<p>Frequently touched areas and surfaces are cleaned several times per day with disinfectant solution including hand rails, door knobs, tables, countertops, and bathrooms.</p>
<p><b>Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.</b></p>	<p>Life jackets will be identified with crew name before racing/training and will not be shared with any other crew member during the length of the sporting event.</p>

<p><b>Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.</b></p>	<p>Disinfectant used by Swanning Around is at an appropriate strength and used in accordance with the manufacturers' instructions.</p>
<p><b>Staff should wash hands thoroughly with soap and water before and after cleaning.</b></p>	<p>Swanning Around staff have been advised to wash hands with soap and water thoroughly before and after cleaning.</p>
<p><b>Encourage contactless payment options. All</b></p>	<p>Swanning Around payments are fully processed online.</p>
<p><b>In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).</b></p>	<p>Before and after training and racing, all marine hatches and windows are opened to promote optimal ventilation inside the yacht.</p>

REQUIREMENTS	ACTIONS
<b>Record keeping</b>	
<p><b>Keep a record of name, contact number and entry time for all staff, volunteers, participants, spectators and contractors attending community sports activities, where this is practicable, for a period of at least 28 days. Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.</b></p>	<p>During non-event days all contractors and guests coming onboard the Yacht 'EVE', are required to document their name, email and contact number, and all details are saved within the database and kept for a period of at least 28 days. This data can also be accessed at any time.</p> <p>On training/racing days, Swanning Around staff are responsible for obtaining the name, phone number and email address of all of the participants attending their booking and required to keep this data on file for a period of at least 28 days.</p>
<p><b>Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of <a href="http://nsw.gov.au">nsw.gov.au</a>.</b></p>	<p>Records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.</p>
<p><b>Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.</b></p>	<p>The COVID Safe app has been discussed in a staff team meeting, and Swanning Around staff have been encouraged to download the app.</p>
<p><b>Community sport organisations should consider registering their business through <a href="http://nsw.gov.au">nsw.gov.au</a>.</b></p>	<p>Swanning Around has registered as a NSW COVID-Safe Business.</p>
<p><b>Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.</b></p>	<p>Should a person who is confirmed to have COVID-19 attend the Yacht 'EVE', Swanning Around will fully co-operate with NSW Health and notify SafeWork NSW.</p>





## COVID-19 Safety Plan and Special Conditions of Entry

Effective 20 November 2020

### Special Conditions of Entry

<b>Stay home if unwell</b>	Do not board the yacht if you are feeling unwell. If you are visibly unwell, you will be asked to leave.
<b>Maintain physical distancing</b>	Remain 1.5m from others, when not training or racing.
<b>Practice good hygiene</b>	Maintain good personal hand hygiene by washing their hands regularly and thoroughly and/or using hand sanitizer.  Maintain good respiratory hygiene by coughing or sneezing into their elbow or a tissue, and then disposing of tissues immediately.
<b>Record keeping</b>	Provide Swanning Around with their name and contact details and consent to Swanning Around providing their name and contact details to the NSW Department of Health or any other third-party government department, as required to enable contact tracing procedures