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ORCV COVID PLAN

Updated 21 October 2021

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COVID Team

ORCV has nominated a COVID-19 task group to make decisions related to activities, operations and implementing the relevant regulations.

The task group comprises:

Commodore Grant Dunoon
Vice Commodore Justin Brenan
Rear Commodore Jeremy Walton

They will:

- Recommend how the Club will operate under the restrictions of the day
- Oversee the implementation of ORCV plan in line with those policies
- Communicate all relevant information to ORCV stakeholders
- Provide staff (and where relevant, stakeholder) training
- Review policies and operations and progress or retract them in line with the regulations of the day

ORCV regularly check official COVID-19 information sources including, but not limited to:

- Department of Health and Human Services
- Australian Government Department of Health
- Victorian Government
- Australian Sailing
- Tasmanian Government

The Plan accepts the following as key principles:

- The health and safety of members, contractors, participants, visitors, families, employees, volunteers and the broader community is the number one priority.
- Assessment of needs of the day and the appropriate plans implemented to accommodate hygiene
- As we utilise other club/community facilities and share an office space with Australian Sailing, we abide by their Covid plans and communicate as such with staff, competitors and volunteers. protocols, vaccination requirements, physical distancing, and other measures to mitigate the risk of transmission.
- Resumption of sailing and boating activities will be based on objective health information to
- ensure they are conducted safely and do not increase the risk of COVID transmission rates and follow the government regulation (both Federal and Victorian State) at that time.

The current restriction levels are regularly updated on the Victorian Government website

→ [Click here to view the current restriction levels.](#)

ON-WATER REGULATIONS

ORCV will continue to be guided by the interpretation Australian Sailing make of the relevant guidelines of the day pertinent to our on-water services including racing and training. As these progress or retract, we will respond.

→ [Click here to go directly to Australian Sailing's COVID-19 Information Hub](#) – you will find the most relevant links to information and support for clubs as well as an archive of COVID-19 related news stories and updates.

ORCV will provide direct and current links to the Australian Sailing COVID guidance on our Website.

SAILING

All skippers are informed of the Covid-19 on water requirements via the various sailing documents of a particular race. The current [Skipper Covid Plan is as outlined here](#)

Where practical, all staff and volunteers are encouraged to work from home or online. Where it is necessary for them to be onsite, vaccination status will be required and they are traced and tracked via the QR scanning code with records maintained for a period of 28 days.

IN PERSON TRAINING COURSES

Where possible, we will conduct training courses online.

Where it is needed to run training courses in person we will observe the following:

- Participants and volunteers will be emailed prior asking them to stay home if they are unwell, have been asked to quarantine or have attended known hotspot locations. If applicable, they will be reminded that masks must be worn.
- All in person training will require participants to show that they are double vaccinated.
- All participants and volunteers each day, will be asked to scan in via QR code (using the training code provided in this document) and will be asked to sign a declaration that they are well, and reminded not to attend if they are unwell or have visited a hot spot or are under isolation orders.
- Social distancing techniques will be utilised both at registration and in the classroom. Class sizes will be limited to accommodate the space and desks will be arranged to allow for social distancing.
- Hygiene and social distancing reminders will be posted on each classroom door.
- Alcohol wipes will be provided in each classroom and participants will be required to clean their desk/chair at regular intervals each day and properly dispose of the wipes
- Hand Sanitiser will be provided at the registration desk and at the door of each classroom for participants to use upon entry.
- Periodically throughout the day, door handles and commonly used items will be wiped down.
- Lunches (if provided) will be individually wrapped and tea / coffee on a single use basis and all food will be consumed in the open air space.
- Equipment such as clothing and life jackets for practicals must be provided by the participant. Change facilities will be limited to small numbers to allow for social distancing.
- Practical sessions will be run in accordance with the current Covid-19 policies and may be modified to ensure social distancing is maintained.
- Should a course not run due to Covid, the participants booked in will be offered first an alternative time slot or will be offered a full refund.
- Should a participant not be able to attend due to being unwell or needing to go into isolation, they will be offered an alternative course or full refund.

COMMUNICATIONS

ORCV has a wide range of stakeholders. We will communicate our service offering and COVID

measures clearly, accurately in a well-timed manner on a wide range of platforms linking back to our ORCV website.

We will emphasise the importance of the actions we are taking and the impact we know it will have on members, staff and volunteers.

STAFF TRAINING AND INDUCTIONS

Staff safety and wellbeing is paramount. Processes are in place including inductions, information and training.

This covers:

- Understanding COVID-19
- Workplace health and safety in a COVID-19 environment
- Preparing the business for operations & Operating the business

As the ORCV office has only one staff member, where possible working from home will occur. When at the office, staff and visitors will sign in and have been informed of the risks and how to best reduce the spread of Covid-19 including but not limited to: Wearing of masks, cleaning, pre shift health checks, intermixing with volunteers and other staff when in the shared office space.

Additionally, staff have been advised and educated on symptoms, the requirement to stay at home if unwell, the use of work areas, shared workstations and the reporting requirements should it become known they have been in close contact* with a confirmed case of coronavirus (COVID-19).

* A close contact is someone who has spent greater than 15 minutes face-to face, cumulative, or the sharing of a closed space for more than two hours, cumulative, with a confirmed case of coronavirus.

HYGIENE & BEHAVIOUR REQUIREMENTS

ORCV asks that all employees, members, contractors, visitors, volunteers, participants and the general public to get tested if you are feeling unwell and have any symptoms of COVID-19, no matter how mild, you should get tested for the health and wellbeing of our community.

The symptoms to watch out for are:

- Headache
- Fever
- Chills or sweats
- Cough
- Sore throat
- Shortness of breath
- Runny nose
- Loss of sense of smell or taste

In certain circumstances headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhea may also be considered. Diagnosing coronavirus (COVID-19) early, even when symptoms are mild, will help us to slow the spread. Getting tested also means that you can take informed action to protect yourself, your loved ones, and the community. You will be doing your bit to protect all Victorians.

What we all need to keep doing:

Practice good hygiene

- Maintain physical distancing, keep at least 1.5 metres away from others
- Understand the risk and symptoms
- Help continue to slow the spread of COVID-19 by getting tested, even if you have mild symptoms
- Stay home and avoid contact if you are feeling unwell
- Take care wherever you go, assume others may be carrying the virus

ORCV asks all personnel and volunteers to be vigilant with hygiene measures including social distancing, and monitoring for symptoms of COVID-19, specifically fever and acute respiratory illness.

The Club ask that you remain home when unwell, and to observe any self-quarantine requirements. ORCV also encourages you to visit your nearest testing centre.

ORCV is committed to limiting the spread of COVID-19 and will continue to implement COVID safe practices were necessary to reduce the risk of transmission. To reduce the risk of spreading COVID-19 we have already implemented the following:

- Working from home where possible
- Offering online briefing and training sessions
- Recommending to be double vaccinated
- In the office, cleaning of frequently touched surfaces with detergent and disinfectant.
- Use of alcohol-based hand sanitiser stations for employees, participants and members
- Implement touch free protocol were possible
- Train employees on COVID safe practices
- Installation of infection prevention control and hygiene requirement signage
- Implemented good hygiene measures
- Implementing policies and practices for social distancing in the workplace
- On races, asking for skippers to update logs of who is onboard including contact details

- With in person training, we will remind volunteers and participants to stay home when unwell and to follow protocols for social distancing and hygiene.

PLANNING FOR A COVID-19 DIAGNOSIS AT ORCV

In preparation for, or in the event of a confirmed case of coronavirus (COVID-19) outbreak associated with ORCV, the following measures will be in place in advance to be ready to respond:

- Maintenance of good record keeping on what shifts staff / volunteers have worked, and in which physical locations. This will help support the Department of Health and Human Services (DHHS) with contact tracing if required.
- Staff and members are required to stay home when unwell, particularly if they are awaiting a coronavirus (COVID-19) test result or have been confirmed to have coronavirus (COVID-19)
- Visitors to the workplace who are not staff and not essential to its functioning are limited.
- Staff and members know what to do if they feel unwell or suspect they have been infected, according to the information provided by DHHS
- Increased hygiene measures have been implemented for staff, members and patrons.
- ORCV will keep a record of volunteers who worked together at events, this will include the date and time at which the person attended the facility. Records will be kept electronically or in hard copy for at least 28 days. This Information may be given to DHHS should contract tracing be required.
- Skippers have been provided with a Skippers Covid Plan and also instructed in our documents to ensure they update with contact information of who is onboard for the race.
- Department of Health and Human Services (DHHS) may contact ORCV if anyone who had visited the offices or be involved in a race if there was a confirmed case of coronavirus (COVID-19). ORCV would in this instance work with DHHS to implement the recommended protocols.

STEPS TO TAKE IF A PARTICIPANT, VOLUNTEER OR STAFF MEMBER IS SUSPECTED OR CONFIRMED TO HAVE COVID-19

1. ISOLATE: Remove the person from others. SafeWork Australia recommends giving the person a surgical mask, if possible. Quarantine in the relevant room as per the Boatshed procedures.

2. INFORM: Contact the state health authorities (by calling the Victorian COVID-19 hotline on 1800 675 398) and follow the advice of health officials. Depending on the situation, authorities may give specific advice. Should a staff member, independent contractor, employee of the independent contractor, or self-employed person receive a confirmed COVID-19 diagnosis and have attended the workplace during the infectious period, then Worksafe Victoria must be immediately notified on 132360.

3. TRANSPORT: Ensure the person has transport, either to their home where they can isolate or to a medical facility. This must be in a private vehicle to minimize exposure to others. They should NOT use public transport

4. CLEAN: Close off the affected areas and do not let others use or enter them until they have been cleaned and disinfected. Inform Australian Sailing (on the basis of being a tenant in their premises) informing them that a office deep clean is required.

5. IDENTIFY: Find out who at the workplace had close contact with the infected person (including

up to 48 hours before they first started experiencing symptoms). This information can be found through the office attendance register and the course attendance sheets.

Close contact means anyone who has been face-to-face for at least 15 minutes with the infected person or has been in the same space as them for two hours. Those employees/ participants should then be sent home to isolate and get tested. If the infected employee/ participant had contact with large parts of the workplace, all employees/ participants may have to self-isolate for 14 days.

6. REVIEW: Review COVID-19 risk management controls, in consultation with all staff and management, and assess and decide whether any changes or additional control measures are required.

CLEANING PROTOCOL

BACKGROUND INFORMATION

How COVID-19 is transmitted

- Commonly COVID-19 spreads through close contact with an infected person and is typically transmitted via respiratory droplets (produced when an infected person coughs or sneezes).
- It can survive on surfaces, depending on the type of surface and the ambient temperature.
- Less likely than droplet transmission but possible, someone may acquire the infection if they touch a contaminated object or surface, then touch their mouth, nose or eyes.
- Importance of cleaning your hands regularly. Soap and water should be used for hand hygiene when hands are visibly soiled. Use an alcohol based hand rub at other times (for example, when hands have been contaminated from contact with environmental surfaces).
- Cleaning hands also helps to reduce contamination of surfaces and objects that may be touched by other people.
- Avoid touching your face, especially their mouth, nose, and eyes when cleaning.
- Always wash your hands with soap and water or use alcohol-based hand rub before putting on and after removing gloves used for cleaning.

CLEANING AND DISINFECTION

- Cleaning means physically removing germs, dirt and organic matter from surfaces. Cleaning alone does not kill germs, but by reducing the numbers of germs on surfaces, cleaning helps to reduce the risk of spreading infection.
- Disinfection means using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs that remain on surfaces after cleaning, disinfection further reduces the risk of spreading infection.
- Cleaning before disinfection is very important as organic matter and dirt can reduce the ability of disinfectants to kill germs.
- Use of personal protective equipment (PPE) when cleaning. Gloves are provided and should be used when cleaning and disinfecting. Always follow the manufacturer's advice regarding use of PPE when using disinfectants.

How to clean and disinfect

1. Wear gloves when cleaning and disinfecting. Use of eye protection, masks and gowns is not required when undertaking routine cleaning.

- a) Disposable gloves will be provided and should be discarded after each clean.
- b) Clean hands immediately after removing gloves.

- c) Thoroughly clean surfaces using detergent (soap) and water.
- d) Apply disinfectant to surfaces using provided spray bottle, disposable paper towel or cloth.
- e) Ensure surfaces remain wet for the period of time required to kill the virus (contact time) as
- f) specified by the manufacturer. If no time is specified, leave for 10 minutes.
- g) A one-step detergent/disinfectant product may be used as long as the manufacturer's instructions are followed regarding dilution, use and contact times for disinfection (that is, how long the product must remain on the surface to ensure disinfection takes place). See end document for products used.

WELLBEING SUPPORT SERVICES & HEALTH TIPS

The following suggestions will also enhance your mental health and physical wellbeing:

- Maintain basic hygiene, particularly frequently washing your hands with soap and or using hand sanitiser.
- Maintain a healthy diet, exercise, and sleep regime.
- Talk to loved ones about worries and concerns.
- Engage in hobbies and enjoyable activities.
- Be prepared, ensure you have enough food, supplies and medication on hand. Ask for help collecting these items where possible.
- Avoid or reduce your use of alcohol and tobacco.
- Make sure you receive information through trusted and credible sources.
- Stay connected with friends and family via phone and or video technology.

If you are affected by coronavirus (COVID-19), it is important to look after your mental health as well as your physical wellbeing. Click [HERE](#) for a list of mental health resources and useful information on how to identify the signs of stress and support services that are available if you and those around you need someone to talk to.

NOTE: PLEASE REFER TO <https://www.dhhs.vic.gov.au/business-sector-coronavirusdisease-covid-19> FOR UPDATED DEPARTMENT OF HEALTH PROCEDURES.

Protect yourself and others

How you can help



Stay home when unwell -
get tested



Wash your hands
Cough and sneeze into a
tissue or your elbow



Keep your distance
Stay 1.5m away from
others, except the people
you live with

Staying apart keeps us together

For more information about COVID-19,
please visit vic.gov.au/coronavirus

Protect yourself and those around you

Wash your hands regularly



1. Wet your hands



2. Put soap on your hands



3. Rub the soap over all parts of your hands for at least 20 seconds



4. Rinse your hands under running water



5. Dry your hands thoroughly with a disposable paper towel or hand dryer



Staying apart keeps us together

For more information about COVID-19,
please visit vic.gov.au/coronavirus

Slowing the spread of coronavirus

Staying apart keeps us together



Wash your hands often with soap and running water, for at least 20 seconds. Dry with paper towel or hand dryer



Try not to touch your eyes, nose or mouth



Cover your nose and mouth with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your upper sleeve or elbow



Phone your doctor or the hotline - 1800 675 398 - if you need medical attention



Continue healthy habits: exercise, drink water and get plenty of sleep



Buy an alcohol-based hand sanitiser with over 60% alcohol

Find out more dhhs.vic.gov.au/coronavirus

If you are concerned, call the **Coronavirus hotline 1800 675 398 (24 hours)**

Please keep Triple Zero (000) for emergencies only

QR Scanning Code – Office Location



Ocean Racing Club Victoria
The Boat Shed Vic Sailing and Boating Centre 3 Aquatic Dr ALBERT PARK
Ocean Racing Club Victoria



Location code SF2 C83

- 
Use your phone to scan the code
- 
Enter your first name and phone number
- 
Look for the tick
You're now checked-in

Can't scan?
Download the Service Victoria app or visit: go.vic.gov.au/check-in
Open the app and enter: SF2 C83



Service Victoria is the State Government's dedicated customer service agency.
We will only use or disclose your check-in information for coronavirus (COVID-19) contact tracing.
We'll delete your data within 28 days. Your details won't be used for marketing or other purposes.
[Learn more: service.vic.gov.au/check-in](https://service.vic.gov.au/check-in)



CHECK-IN

NOW



Ocean Racing Club Victoria
The Boat Shed Vic Sailing and Boating Centre 3 Aquatic Dr ALBERT PARK
Ocean Racing Club Victoria, Media



Location code C6Y YPR



**Use your phone to
scan the code**



**Enter your first name
and phone number**



**Look for the tick
You're now checked-in**

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**Download the Service Victoria app or visit: go.vic.gov.au/check-in
Open the app and enter: **C6Y YPR****



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CHECK-IN


NOW



Ocean Racing Club Victoria
The Boat Shed Vic Sailing and Boating Centre 3 Aquatic Dr ALBERT PARK
Ocean Racing Club Victoria, Start



Location code QRJ MFF

- 
Use your phone to scan the code
- 
Enter your first name and phone number
- 
Look for the tick
You're now checked-in

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Open the app and enter: **QRJ MFF**



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Ocean Racing Club Victoria
The Boat Shed Vic Sailing and Boating Centre 3 Aquatic Dr ALBERT PARK
Ocean Racing Club Victoria, Finish



Location code AK5 W5G

- 1 Use your phone to scan the code
- 2 Enter your first name and phone number
- 3 Look for the tick
You're now checked-in

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Download the Service Victoria app or visit: go.vic.gov.au/check-in
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TRAINING COURSES

CHECK-IN
NOW



Ocean Racing Club Victoria
The Boat Shed Vic Sailing and Boating Centre 3 Aquatic Dr ALBERT PARK
Ocean Racing Club Victoria, Training



Location code BQF JYR

- 
1
Use your phone to scan the code
- 
2
Enter your first name and phone number
- 
3
Look for the tick
You're now checked-in

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Open the app and enter: **BQF JYR**



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