

**> BE COVID SAFE.  
HELP NSW STAY IN BUSINESS.**



## Your COVID-19 Safety Plan

### Community sporting competitions and full training activities

#### Business details

Business name	Sydney Flying Squadron Pty Ltd
Business location (town, suburb or postcode)	76 McDougall St, Kirribilli, NSW 2061
Completed by	Nicki Robson
Plan approved by	William Loader
Email address	<a href="mailto:info@sydneyflyingsquadron.com.au">info@sydneyflyingsquadron.com.au</a>
Effective date	18 February 2021
Date completed	23 February 2021

---

#### Wellbeing of staff and customers

##### **Exclude staff, volunteers, parents/carers and participants who are unwell.**

All staff, volunteers, parents / carers and participants warned and asked to stay home if they feel sick or are showing even the mildest of symptoms. Signage in rigging area, boatshed, changerooms and throughout clubhouse to indicate the same message to all patrons.

**Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning, and how to**

### **manage a sick visitor.**

All staff, volunteers and participants informed and updated regularly with current cleaning measures and procedures, personal and location sanitising practices, social distancing measures, wearing of masks, when to get tested, when to isolate and how to manage a sick visitor, as well as the latest knowledge and updates relevant to preventing the spread of Covid-19.

### **Make staff aware of their leave entitlements if they are sick or required to self-isolate.**

All staff are aware of their leave entitlements and encouraged to use them when or if needed.

### **Display conditions of entry (website, social media, venue entry).**

Conditions of entry displayed at all entrances to clubhouse, in the boatshed, in changerooms, throughout the venue, on our website and displayed on the point of sale, at the bar, on the club notice board and at all tables.

### **If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.**

Not applicable. Clubhouse only hosts members' events. No hiring offered.

### **Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.**

Covid-19 safety plan and business registration completed, submitted, in place and registered with nsw.gov.au for Sydney Flying Squadron & Foys Kirribilli (restaurant). We use the same ServiceNSW QR code at all entry points to the main premises to capture contact details for all attendees and this is specifically checked and witnessed by the Covid marshal.

---

## **Physical distancing**

**Ensure the number of people in a facility does not exceed one person per 2 square metres of publicly accessible space (excluding staff) to a maximum of 3000 people.**

Capacity limits are set based on one person per 2 square metres of space and displayed for all areas, being boatshed, changerooms, bathrooms. Capacity limits are set and adhered to for clubhouse and restaurant also. Covid marshal in attendance to ensure compliance.

**In indoor areas, spectators should not sing or chant.**

No singing in groups or chanting / cheering permitted in indoor areas for spectators.

**Minimise co-mingling of participants from different games and timeslots where possible. For mass participation events, stagger the starting times for different groups to minimise crowding where possible.**

Only one race per day is held. Co-mingling is minimised wherever possible.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing such as food and drink stations, toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

Social distancing measures are enforced by on shore Covid Safe marshal for crews from different boats and for spectators. Boats are kept more than 1.5m apart whilst rigging in the park and spectators, volunteers, crews and staff must comply with restaurant and club Covid Safe policy.

**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.**

Only one race occurs each sailing day. Milson Park, adjacent to the facility, provides adequate outdoor space for managing participants under Covid Safe practices for social distancing and capacity.

**Where possible, encourage participants to avoid carpools with people from different household groups.**

Participants are encouraged to travel safely to the club and to avoid carpools.

**Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.**

Sailing activity takes place outside the clubhouse premises, in Milson Park and Sydney Harbour. Only one race occurs each sailing day. Milson Park, adjacent to the facility, provides adequate space for managing participants under Covid Safe practices for social distancing and capacity.

**Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.**

Capacity limits are set and displayed for all areas, being boatshed, changerooms, bathrooms. Capacity limits are set and adhered to for clubhouse and restaurant also. Covid marshal in attendance to ensure compliance.

**Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.**

Capacity limits are set and displayed for all areas, being boatshed, changerooms, bathrooms. Covid marshal in attendance to ensure compliance.

**Use telephone or video platforms for essential staff meetings where practical.**

Meetings are held via Skype or Zoom as required.

**Review regular business deliveries and request contactless delivery and invoicing where practical.**

No business deliveries or invoicing takes place as part of the sailing club.

---

## **Hygiene and cleaning**

**Adopt good hand hygiene practices.**

Soap is readily available in all bathrooms. Posters are displayed on how to practice good hand hygiene. Sanitiser bottles located throughout the venue.

**Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.**

Sanitiser bottles located at entrance and throughout the venue. Also available in the boatshed and changerooms.

**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.**

All bathrooms / changerooms are stocked with hand soap and paper towels. Visual aids are displayed above the basins on mirrors in bathrooms to support effective hand washing.

**Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.**

Participants are encouraged to bring their own water bottle. Single use bottles of water are provided and participants are asked not to refill these bottles. Food, including snacks is available made fresh to order or participants are encouraged to bring their own. Participants are also encouraged not to share towels, food or drinks.

**Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.**

Participants have their own jerseys which they wash themselves. No shared laundering takes place.

**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.**

All surfaces are cleaned daily and frequently touched surfaces are cleaned several times per day.

**Clean indoor hard surface areas used for high intensity sports with detergent and**

**disinfectant after each use.**

Indoor hard surfaces are cleaned daily and regularly throughout the day in accordance with the restaurant Covid Safe policy. No high intensity sport takes place, only sailing takes place.

**Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.**

Not applicable as only sailing takes place and there is no equipment to share.

**Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.**

Detergent and sanitiser are readily available throughout the clubhouse. Gloves are available should visitors wish to wear / use them. We also have masks available for spectators and all visitors should they wish.

**Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.**

Disinfectant solutions used are appropriate strength and in accordance with manufacturers' instructions.

**Staff should wash hands thoroughly with soap and water before and after cleaning.**

Staff / volunteers are provided with gloves for cleaning and asked to wash hands thoroughly with soap and water before and after cleaning.

**Encourage contactless payment options.**

Contactless payment options are available and enforced.

**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).**

The boatshed roller door is opened when the first sailors arrive and this is kept open until all the boats have been returned to the boatshed once the race has finished several hours later. Doors to the changerooms are kept open wherever possible and specifically before and after use.

## **Record keeping**

**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.**

Mandatory electronic registration is a required condition of entry to any part of the premises and records of attendees are kept for at least 28 days. All entries are made electronically. Any visitor, volunteer, participant, staff and spectator is required to register using the displayed ServiceNSW QR code and provide name and mobile number. Records will be provided as soon as possible and definitely within 4 hours, upon request from an authorised office.

**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 [nsw.gov.au](https://nsw.gov.au).**

All records are kept via the ServiceNSW QR code contact tracing method. Records are only used for the purposes of tracing Covid-19 infections and stored confidentially and securely.

**Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.**

Staff and volunteers are encouraged to download and use the CovidSafe app.

**Community sport organisations should consider registering their business through [nsw.gov.au](https://nsw.gov.au).**

Sydney Flying Squadron and its restaurant Foys Kirribilli are registered as CovidSafe businesses through [nsw.gov.au](https://nsw.gov.au). A copy of this sailing specific CovidSafe plan will be available at the clubhouse and on our website.

**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.**

Full cooperation with NSW Health will be provided if contacted in relation to a positive

case of Covid-19 at this workplace and notify SafeWork NSW.

**I agree to keep a copy of this COVID-19 Safety Plan at the business premises**

Yes