



Howth Yacht Club Covid-19 Health and Safety Protocol

Following announcement of the national measures of movement restriction contained in Regulation S.I. 121/2020 in order to reduce contagion during the Covid 19 pandemic the General Committee implemented a full lockdown of the HYC premises. It is anticipated that gradual relaxation of restrictions will allow a progressive resumption of HYC operations.

The General Committee of Howth Yacht Club (HYC) is continually monitoring the ongoing COVID-19 situation to protect the health, safety and wellbeing of its staff and members and to ensure that Government and HSE guidelines are complied with. HYC has updated its Health and Safety Statement to include a COVID-19 Health and Safety Policy and Risk Assessment.

HYC's insurance provider has confirmed that Employee Liability and Public Liability insurance are valid during the Covid 19 Restriction period. However, it is important to note that no insurance cover is available for contraction of Covid 19 by any person in the course of using the facilities or services of HYC.

Every person that enters HYC is responsible for their own actions and safety and must fully comply with the COVID-19 procedure guidelines and protocols set out by the local health authority, this document and any procedures published by HYC in this regard. This message will be communicated to all HYC Members by email before they are allowed to enter the premises.

The requirements set out in this Protocol are minimum standards. HYC will review health authority guidelines and implement procedures to apply the highest standard. These guidelines will be updated as COVID-19 guidelines change and/or site conditions change.

Approved by the General Committee: 11 May 2020.

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1. Health and Safety Documentation

Prior to reopening HYC facilities following the COVID-19 shutdown period, all site health and safety documentation will be reviewed to ensure that documentation complies with the measures as outlined in this 'Health and Safety Protocol'

The HYC Safety Statement will be updated with associated risk assessments regarding COVID-19. This will be available in the Membership Documents section of the Members Section on our Club website.

2. Appointment of COVID-19 Site Compliance Officer (SCO)

HYC will appoint a SCO with appropriate knowledge, training and experience to carry out their duties prior to reopening of the premises. The SCO will report to the Commodore or in his absence the Vice Commodore.

The SCO will have responsibility for the oversight of site management to ensure Covid-19 compliance within HYC. This includes managing and instructing staff on the various control measures and compliance requirements.

For the purposes of this Protocol, any staff member with supervisory responsibilities is classified as site management.

The General Committee will support the SCO by ensuring that the facilities necessary to ensure compliance is available when required.

The role of the SCO will include:

- Coordinating and enforcing HYC protocols and procedures regarding COVID-19.
- Carrying out daily audits, ensuring that all staff and members comply with the HYC Protocol and Procedures

Duties of the SCO

- To ensure staff have Covid-19 training and keep training records
- To ensure that facilities are sufficient to allow for the social distancing and hygiene requirements.
- Continuous onsite presence to monitor compliance with social distancing of 2 metres between all personnel on site
- Record and notify management where there is a lack of compliance with social distancing.
- Keep logs of regular monitoring of COVID-19 controls on site.
- Ensure that records are kept of all individuals entering and exiting the premises.
- Ensure there is sufficient up to date signage erected onsite to educate member and staff about the Covid-19 controls on site.
- Ensure regular cleaning of all high touch points
- Ensure hand wash liquid/soap and hand sanitisers are replenished as required.
- Make representations to management with regards any COVID-19 concerns raised by any member to the SCO.
- To include Covid-19 in the HYC Risk Assessment.
- Provide daily reports on site compliance with HYC site Protocols and site rules.

Reactive duties of the SCO

If an onsite individual experiences Covid-19 symptom the SCO will:

- Inform management that they have been made aware of an individual with COVID-19 symptoms.
- Follow site protocol for individuals with COVID-19 symptoms. (e.g. send home, inform them to contact GP, etc).
- Assist in contact tracing should there be a confirmed case of COVID-19.

3. Pre-start COVID-19 safety Induction

Covid-19 induction site training will apply to all staff who enter the Club premises during the period of Covid-19 protocols.

The site induction training will be through an approved training process or a live Zoom video call. The SCO or deputy or an appointed member may also carry out the inductions. Each employee must confirm that they understand the induction and that they will adhere to HYC site rules and procedures including this Protocol.

4. HYC Access and Egress

- Members must only access through the Marina Side gate only using their contactless cards. This will record the time of entry of members. Visitors must contact the Marina Office for access and their details shall be recorded.
- Following access, all must use the hand sanitiser.
- Before leaving, the hand sanitiser must be used before using the gate unlock button.
- Members and visitors should not enter the Marina Office

5. Temperature Checking Protocol

HYC will not normally administer temperature checks. However, it is requested that members intending to enter Club facilities check their own temperatures within one hour of arriving and not enter the Club premises if their temperature is over 38 degrees C.

HYC reserves the right to administer non-contact temperature checks should it see fit to do so and refuse access to any person who indicates possible symptoms of Covid 19 infection

6. Communal and Welfare Areas

HYC Clubhouse other than the changing rooms will remain closed until further notice. The changing rooms are only available as toilet facilities. Anyone entering the changing rooms must use the hand sanitisers adjacent to the doors when entering and leaving. Social distancing and regular sanitising of the facilities will apply.

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Members will be advised when other parts of the Clubhouse become available in line with guidance.

7. Cleaning to Prevent Contamination

A designated cleaning person will be appointed by HYC to implement enhanced daily cleaning practices.

All touch points will be sanitised on a regular basis.

8. Personal Protective Equipment

HYC does not require members to wear specific PPE in locations other than on the crane platform.

9. First Aid Responder Guidance

COVID-19 infects people through contact with the mucous membranes. First Aid Responders must think of these as being the mouth, nose and eyes. It does not infect through the skin. The greatest element of risk for a First Aid Responder is transfer of the virus to the mucous membranes by contact of contaminated hands (including contaminated gloved hands) with the eyes, nose or mouth.

- First aid responders should always prioritise their own safety by wearing PPE when attending a suspected case or a potential patient as this is a high-risk transmission point.
- The key interventions to manage this risk are to minimise hand contamination, avoid touching the face and clean hands frequently with soap and water or alcohol-based hand gel.
- There is also a significant risk of direct transfer of the virus on to mucous membranes by droplet transmission, that is, by direct impact of larger infectious virus droplets generated from the person's respiratory tract landing directly in eyes, nose or mouth. This risk is managed by use of appropriate PPE (mask and eye protection) and by providing the ill person with a mask to cover their nose and mouth when coughing or sneezing (respiratory hygiene and cough etiquette).
- If, as a First Aid Responder, you can avoid close contact with a person who may require some level of first aid, do so. This, of course, will not be possible in the event of having to provide emergency lifesaving measures such as an incident of cardiac arrest, heart attack, choking, stroke.
- Any PPE (gloves, masks and safety goggles / full face mask) used in attending a suspected case must be disposed of in the Covid-19 placarded bin, adjacent to the bin enclosure on the crane platform, and replaced in the first-aid kit.

10. Social Distancing on the Platform and Hard Standing

All members will maintain a minimum of 2m separation from others at all times. This includes passing close to other people even briefly.

Individuals should not congregate for any reason.

11. Social Distancing on the Marina

Separation of 2m must be maintained on the marina at all times. Members must not pass by others walking in the opposite direction. Members should observe the following rules to avoid coming into close contact with others.

- Look well ahead, and stop before passing by another person
- Give way to a person leaving the marina, step onto another finger of the marina and stay well back from the main thoroughfare until the other person has passed
- Continue, but give way again if required
- Members must maintain patience and not risk close contact

12. Management of High Touch Points

High touch points will be minimised where possible

- Marina power hoses may only be used only when wearing gloves. Marina staff to sanitise hoses after use.
- Marina wheelbarrows may be used only when wearing gloves. Marina staff to sanitise the handles after use.
- The side entrance gate, gate pushbutton and toilet doors will be sanitised regularly
- Members may not operate the fuel pumps unless wearing gloves. Fuelling will only be carried out by marina staff when they can operate the fuelling nozzle without touching the member's boat. Fuel nozzle handles must be sanitised by Marina Staff after each use.
- Members should not touch another member's boat or lines under any circumstances

13. Management of Other High-Risk Activities

High risk activities must be avoided to minimise the possibility of first aid or emergency services being required. The following activities are not permitted until further notice

- Climbing masts
- Welding or cutting using power tools

14. Prohibition on Entry

Any person:

- Who has contracted Covid-19 or,

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- Been in 'close contact' with a confirmed case of COVID-19 or,
 - Been in contact with someone who has visited an affected region in the past 14 days,
- shall not enter Howth Yacht Club until it is confirmed that they are not carrying the virus.

Definition of 'close contact':

This is only a guide as per the Health Protection Surveillance Centre (HPSC), but close contact can mean:

- Spending more than 15 minutes face-to-face contact within 2 metres of an infected person.
- Living in the same house or shared accommodation as an infected person.

Any person displaying possible symptoms of Covid-19 but not confirmed to have the virus must not come to HYC until they have been symptomless for at least 14 days.

15. What to Do In The Event of Covid-19 Case

Immediate action

If any individual becomes unwell while on the HYC premises they should leave the Club immediately and avoid contact with others where possible. If being escorted the escort should wear PPE and not be a vulnerable person. Where possible the unwell person should be asked where in the club they have been, what they have touched and who they have been in contact with as this will facilitate any contact tracing that maybe required and provide locations that require hygiene cleansing. It will also facilitate identifying any limits on Club access to avoid contagion in the event that the ill person has Covid 19.

This guidance should be followed by anybody who is required to support the unwell individual:

- The unwell person should be kept at least 2 metres away from other people
- Advise them to cover their mouth and nose with face mask and use a disposable tissue when they cough or sneeze, putting the tissue in the bin promptly.
- Advise them to avoid touching things and do not touch anything that they touch
- If the individual is unwell fever/cough/flu symptoms but is in no distress, they should be advised to go home, they should not use public transport and they should be advised to self-isolate and call their GP in the first instance.
- If the individual appears very unwell or has any breathing difficulty summon a designated first aider and contact the emergency services.
- When the individual has left the club, anything they have touched must be cleaned

The SCO will record the incident and report it to the Commodore immediately.

16. Health Protection Surveillance Centre (HPSC)

HYC will follow all advice from the Health Protection Surveillance Centre (HPSC). HYC will assist the HPSC in the event that they require contact tracing as a result of a confirmed COVID-19 case.

17. Reporting of Non-Compliance with Covid -19 Guidelines

HYC encourages reporting of non-compliance with the Covid-19 guidelines. Any member who needs to make a report of non-compliance should contact the SCO. If that is not appropriate, they can make the report to any Flag Officer.

If a person refuses to comply with the direction of the SCO or Flag Officer with regard to Covid 19 protocols or procedures then the Club's disciplinary process may be invoked.

18. Control of Contractors

External contractors are only allowed on the Club premises or to work on members' boats following certification of having completed an approved Covid-19 induction training course. Marina Staff shall record the certification and contractor details including times of entry and exit.

19. Points of Contact

HYC Committee

Title	Name	Contact	Email
Commodore	Ian Byrne	087 826 2606	commodore@hyc.ie
Vice Commodore	Paddy Judge	087 992 6845	manager@hyc.ie
Rear Commodore	Sara Lacy	087 050 5542	juniororganiser@hyc.ie
Rear Commodore	Neil Murphy	086 352 0411	neilmurphy777@gmail.com

Active On-Site Personnel

Responsibility	Contact	Contact Details
Primary SCO	Kevin Monks	kpmonks@icloud.com
Deputy SCO	Karen Soye	karen@hyc.ie
Deputy SCO	Fred Connolly	marina@hyc.ie
Deputy SCO	Frank Kelly	Frank.kelly@hyc.ie

20. Ongoing monitoring.

The HYC Committee will review the ongoing situation and will communicate with all members and staff on any updates as they develop. The health and well-being of our members and staff is paramount and in the event that the HYC Committee has concerns about the COVID-19 situation the control measures may be altered including shut down of any or all activities. Such a decision will not be taken lightly and will be communicated to all members and staff by email.