



HYC Covid-19 Phase Procedures

In accordance with the published phases by Government and the Howth Yacht Club Covid-19 Health and Safety Protocol, the following procedures are approved to achieve the gradual safe resumption of HYC operations:

- All phases require Social Distancing and Hygiene Compliance by staff and members.
- A dedicated COVID-19 Safety Officer (CSO) is appointed by the General Committee.
- The numbers of members in HYC will be limited according phase guidance and risk assessment
- Members must scan in and contact logs will be kept to facilitate tracing in the event of an infection.
- Members or staff who have symptoms of acute respiratory illness must not come to HYC until they are at least five days free of fever or other relevant symptoms.
- If an employee or a member who has been on the premises within 5 days of the symptoms appearing becomes unwell and believes they have been exposed to COVID-19, the CSO should be immediately informed.

Prevention:

All parties visiting HYC must adopt the following:

- Maintain social distancing (2 metres) and avoid physical contact with others.
- Wash their hands properly, using soap and water and washing for over 20 seconds, or use of hand sanitisers and wash regularly:
 - After coughing, sneezing or toilet use;
 - Before eating;
 - If in contact with a sick person, especially those with respiratory symptoms.
- Avoid touching their face.
- Cover their nose and mouth when coughing and sneezing with disposable tissues or, if not available, their sleeve (not hand); put used tissues into a covered bin and then wash their hands.

Symptoms

COVID-19 can be spread by:

- Standing within 2 metres of an infected person and inhaling viral content from them
- Touching one's mouth, nose, or eyes after hand contact with a surface contaminated by droplets from an infected person (e.g. touching contaminated gate counter or shaking hands then touching own face).
- It is thought it may be spread by contaminated dust or air-borne pollution

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- Cough,
- Difficulty in breathing,
- Fever - 38.0° C [100.4° F] or greater using an oral thermometer.

The Covid-19 virus can cause more severe symptoms in people with weakened immune systems, older people and those with long-term conditions like diabetes, cancer and chronic lung disease.

1. Phase 1: Procedures

1.1 General:

Phase 1 permits a phased return of outdoor workers. Social distancing must be maintained and there must be no contact between staff or others on the premises.

1. Members who live within the 5 Km radius from the Club may attend.
2. Social distancing of 2 metres shall be maintained at all times.
3. You should not attend if you are showing any of the symptoms of CV-19
4. You should not attend if knowingly been in contact with a known CV-19 Patient in the last 14 days

Please note that these procedures may be changed due to implementation of new Government guidance or as a result of experience.

1.2 Members

HYC relies on its Club members and any contractor brought onto the premises to follow the Covid-19 social distancing and hygiene guidance issued by our Government to stop contagion. In view of the vulnerability of many members, it is vitally important that we protect and safeguard each other by doing so. Staff are required to report any breaches to Club management who will take appropriate action.

Members are reminded that no insurance cover is available for contracting Covid 19 by any person in the course of using the facilities or services of HYC. In this regard anyone who enters HYC does so at their own risk.

Remember the need for social distancing and hygiene at all times. Adhere to the physical distance barriers and any directions given, do not enter the Marina Office. If social distancing is not observed, Marina Staff shall immediately report the incident.

The numbers on the Marina are shall be limited to avoid gatherings.

When meeting another on a pontoon, use the side fingers to maintain social distance of at least 2 metres.

There should be no more than one member on a boat unless as part of a single household group.

HYC is unable to provide PPE for members temporary use, as formerly done, due to the difficulty of disinfecting PPE equipment and the possibility of contagion. Therefore, members should bring their own. Alternatively, a personal hard hat and Hi-Vis jacket can be purchased at the Marina Office (€10/set) when paying for the lift.

If boat is being lifted only 2 non-staff personnel are allowed on the crane platform and PPE must be worn. Boat crew must handle straps and the fore and aft lines.

1.3 Staff:

Staff will work remotely where possible and be contacted regularly by management.

Before coming on duty all staff must have Covid 19 training certificates.

Staff must maintain social distancing from each other and others.

Rosters should be split where possible to reduce exposure.

Staff must not come to HYC to work if they are:

- suffering any flu like symptoms or symptoms of Coronavirus Covid-19
- experiencing any difficulty in breathing, shortness of breath
- experiencing any fever like symptoms or a temperature
- in contact with someone who has been, or it is suspected might have been, infected by Covid-19 within the past 14 days

1.3.1 Staff Procedures:

- **Sanitise** hands after opening Marina side gate.
- **Cleaning routines and hygiene controls** – Sanitise:
 - Equipment likely to be used during a shift when coming on duty and after finishing.
 - Door handles.
 - Keyboards.
 - Countertops, keyboards, debit card machine, telephone, etc.
 - Any tools used should be sanitised before use by the next person.
- **Marina Office access** side door to be kept closed. Social distancing is to be observed at all times.
- **Member contact** – preferably speak with them on the phone or on the gate interphone.
- **Phones and other contacts** - ensure phones, gate interphone are manned and emails monitored and responded to.
- **Management** - Contact with a Flag Officer should be established early in the duty for monitoring purposes.
- **Marina check** – Marina staff to check the pontoons, equipment and ensure the safety of moored boats. Timing of checks to be condition dependent – at least daily and more frequently when conditions such as weather or waves require it
- **Club house and facilities** - all Club Zones must be checked daily to ensure that no leaks, damage or other equipment malfunctions are apparent.
- **Marina water hoses** - removed or black bagged to reduce contamination risk
- **Warning signs** - appropriate signage on Covid 19 and hygiene displayed and replaced when necessary.
- **Masks** - mandatory wearing of masks if social distancing cannot be maintained.
- **Gloves** - mandatory wearing of gloves when outside the Marina office
- **Sanitise** - side gate, its opening button inside the premises and the marina gate to be cleaned with disinfectant regularly – at least every 3 hours or more frequently if use is heavier than normal. Check fluid levels in all sanitisers daily.
- **Changing Rooms** – A sanitiser will be mounted outside each changing room outside door. A placard will remind people that they must sanitise on the way in and out; also placards over the sinks to remind people about proper hand washing. The outside doors are to be propped open while staff are on duty. Showers are to be deactivated and cordoned off. The changing rooms will be sanitised at least twice a day. Initially in the morning and again later and cleaned if they become dirty. Staff will monitor soap, hand towel and waste bin levels each morning.

1.3.2 Crane, forklift and cradle use.

1. Personal hard hat, hi vis jacket must be worn at all times during lifts.
2. Crane and forklift controls and touch locations shall be sanitized before and after each staff change.
3. Power hose handles shall be sanitised after use by members
4. A maximum of 4 persons on or in the vicinity of the crane platform at ANY time (this includes HYC staff). One staff operator on the crane platform and a staff member directing operations and monitoring safety from a safe distance.
5. In the event of marginal weather or a breach of these procedures, HSE guidelines or Government directives, the Marina Staff shall cease crane operations.
6. A pre-lift Covid 19 briefing of the boat crew must be conducted. Advise boat crews of the potential risk of contagion or contact with hard surfaces e.g. the boat, trailer, straps, ladders, crane etc. Advise wearing disposable gloves after washing in soap and water or gel before and after the lift whilst avoiding all contact with face, nose ears, eyes and mouth.

1.3.3 Equipment to be deployed to minimise infection risk:

- Covid-19 placards and notices as applicable
- Personal work gloves, PPE and hard hats per staff member that must not be shared
- Hygiene, soap and tissues
- Sanitisers
- Bleach and sprayers for cleaning areas around entrance to marina, crane, barrows and pontoon under crane. The fuel pumps and waste bins to be included in this clean down.
- Sanitising stations to be established at the side gate entry, back door and entrance to Marina Office.
- Household or Disposable Single Use Nitrile Gloves
- Face masks to be available
- Thermometer
- Screens or barriers at the Marina counter.
- Hard hats and hi-vis jackets available for members to purchase for crane operations and platform.

The procedure for Phase 2 to 5 will be published in due course in accordance with the guidance available at the time.