



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 in HYC will be limited according phase guidance and risk assessment
- Members must scan in and out and contact logs must be kept to facilitate tracing in the event of an infection. Guests must log in and out with the Marina Office
- 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 and regularly, using soap and water for over 20 seconds, or use hand sanitisers:
 - 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 and put used tissues into a covered bin, then wash their hands.
- PPE should be used as necessary.

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.

General Phase guidance:

1. Access to Boats.
2. Allow non risk work with social separation.
3. Restaurant Open with beverages available, changing rooms open for single use.
4. Bar and restaurant open. More allowed on site and from further away.

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

1. Phase 1: Access to Boats 18th May

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. Do not come to the Club if you are showing any of the symptoms of CV-19 or if you have been in contact with a known CV-19 Patient in the last 14 days

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.

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

The numbers on the Marina may be limited to avoid gatherings.

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

The maximum grouping allowed in open air is 4. There should be no more than one member on a boat unless as part of a single household group. On a larger boat that can maintain social distancing up to 4 are allowed when in the open air

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 and complete a Return to Work Form.

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. Otherwise only one non staff person is allowed in the Marina Office at one time. Social distancing must be maintained.
- **Phones and other contacts** - ensure phones, gate interphone are manned and emails monitored and responded to.
- **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.
- **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.
- **Sanitise** - side gate and access sensors to be sanitised 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 reminds people that they must sanitise on the way in and out; also placards over the sinks to remind people about proper hand washing. 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.
- **Contractors** - Any contractor entering HYC must have the requisite competence and training for COVID-19 as per our Covid-19 Health and Safety Protocol.

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 (or Milton) 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.

Phase 2: Allow non risk work with social separation (8th June)

2.1 General

Phase 2 extends the distance restriction to within 20km of home or within the county. Unnecessary journeys should still be avoided. It allows a phased return of workers, such as solitary and other workers that, due to nature of work, can maintain 2m distance constantly. Social distancing requirements continue to apply. It permits people to engage in outdoor sporting and fitness activities, involving small group team sports training (but not matches) where social distancing can be maintained and where there is no contact.

2.2 Members

Solo sailing and household sailing can commence.

Training is allowed but racing not permitted.

Junior coaching and supervised sailing commences in line with experience, group size, social distancing and same household requirements with single household crews operating safety RIBs

QUEST recommences operation while working within the Government Regulations and guidance

Face coverings are recommended while on the platform, such as a sailing muff or snood.

Initial food offerings with beverages provided to members to eat on board.

Members can order food and beverages at the Club/Marina or from their homes, but the member must either collect it in person or it can be delivered to them personally.

Members must swipe in and out and ensure their guests sign in with contact details.

2.3 Staff

Procedures in 1.3 and subsections are applicable.

Administration Office is single staffed part time.

Marina Office staffing normal.

Bar staff to assist screening and ensuring procedural control of those who enter the premises

Changing room toilets open for single use. Must be cleaned and disinfected twice daily.

Hygiene equipment and provisions must be monitored and supplied

Similarly, the diesel dispenser shall be sanitized before and after each staff change

Sanitise side and blue gate and kitchen door entry morning and evening.

Cleaning staff back on roster.

Phase 3: Clubhouse opens including Restaurant and Bar (29th June)

3.1 General

This Phase is applicable where employees have low levels of daily interaction with people and where social distancing can be maintained. Food & beverages can be supplied where they can comply with social distancing measures and strict cleaning in operation.

3.2 Members

The Clubhouse is reopened.

Club Racing commences but with possible restrictions on crew numbers on boats and implementation of contact tracing requirements

Changes to race management arrangements are likely with possibly Pier Starts and VHF use for start sequences initially.

Observe social distancing and hygiene.

Use contactless card payments avoid cash transactions that spread contagion.

Members order food and associated beverages from their SD tables. Staff will serve them there.

All Guests must be signed in and contact details recorded.

Members can order both food and beverages from their home if they come to the Club to collect them.
Marina open to visitors and overnights.

3.3 Staff

Procedures in 1.3 and subsections are applicable.

Normal Administration functions and office hours resume.

Staff who can work from home should continue to do so.

Minimise staff density through working from home or split shift arrangements. Split rosters to be scheduled.

Implement an 'air gap' or delayed shift changeover to accommodate disinfection of all shared equipment, and reduce unnecessary interactions between different shift personnel.

3.3.1 Staff Procedures

Club House to be sanitised and cleaned before opening.

Bar and catering staff to sanitise when coming on duty and after finishing including:

Door handles

Keyboards

All touch surfaces, counter, tills, debit card machine, telephone, door intercom etc.

Clean all work areas visibly at regular intervals using disinfectants in a visible manner to instil staff and member confidence, particularly serving areas to be sanitised before use.

Serve food & drinks to people.

Card payments

Social distancing- change tables in Bar to smaller ones from Boyd room making all tables for two people also allowing plenty of distance.

Open up dividing wall in dining room to provide additional spacing in the table plan. Same with veranda or the hard if used.

All Toilets and handbasins must be sanitised twice a day or as needed and records kept. A record card will be placed on the back of each entry door to the toilet/changing room area

Changing Rooms and showers reactivated & flushed. Hot water system to be flushed and showerheads sanitised as follows:.

- After a long closed spell the hot water system needs to be flushed before use,
- The hot water needs to be set at 60C or greater.
- The shower heads to be taken off cleaned and afterwards disinfected quarterly using Milton
- The cleaning should be done using gloves and face mask
- Flushing means turning on showers and taps every week, unless they are in daily use or frequently used a few times each week.
- Where there are separate hot and cold taps - run each tap for 3 minutes.
- Run mixer taps at coldest for 3 minutes and at hottest for 3 minutes.

3.3.2 Equipment:

Hand sanitisers at the following locations –

Entry to Clubhouse

Entry to Marina

Entry to Male Changing Rooms

Entry to Female Changing Rooms

Entry to Bar

Correct distance markings where there is likely to be a queue;

Physically distance table layouts to ensure 2 metre separation

All glasses etc will have to be hand washed.

Glass machines, ice machine, coffee machine to be purged, cleaned and sanitised.

Cold room washed down.

PPE as in face masks, hand sanitizers, soaps, bar cleaning products are a necessity.

Procedures for Phase 4 (20 July) where more are allowed on the premises and from further with Bars re-opened will be developed in line with Government guidance
