

This is how you will keep your workers and customers safe.

Business name:	Cowes Yacht Club Inc		
Address:	Osborne Avenue, Cowes, Vic, 3922		
Plan completed by:	Lyn Milner Vanessa Twigg	Job title:	Secretary Immediate Past Commodore
Date reviewed:	1 November 2021	Next review:	

Practise physical distancing

Requirements and recommendations	Action
<p>You must apply the relevant density quotient. Check your sector guidelines to see how many people can safely be in each area. For example, if you have 30m² shop, 15 people can be there under the two square metre rule.</p>	<p>What is the density quotient for your sector?</p> <p>Indoors: 4m² per indoor space, and 2m² outdoors</p> <p>What are you doing to comply with the density quotient?</p> <p>Measured indoor spaces and put up signs with numbers allowed in each space</p> <p>Have you put up a sign at the entrance?</p> <p>Yes</p> <p>Who is responsible for ensuring you do not exceed your density quotient?</p> <p>Club Safety and Risk Committee and CYC General Committee</p>
<p>Where possible, aim for members and visitors to maintain physical distancing of 1.5 metres.</p>	<p>Do you need to reduce crowding as people enter, move through and leave the workplace?</p> <p>Yes, when entering and exiting Club rooms through passages and stairwells</p> <p>Are you using floor markings or stickers to encourage people to stay 1.5 metres apart?</p> <p>Yes</p>
<p>You should provide training to members on physical distancing. This should include an understanding of the current COVIDSafe settings.</p> <p>This can be found at coronavirus.vic.gov.au</p>	<p>What have you done to make sure your members understand the importance of physical distancing?</p> <p>Yes, through Club website information, Club newsletters, signage around the Club</p>

Wear a face mask

Requirements and recommendations	Action
<p>You must ensure all members, visitors and visiting contractors adhere to current face mask requirements, as outlined at coronavirus.vic.gov.au/face-masks</p> <p>Requirements may change over time.</p>	<p>Do your people understand the face mask requirements for your sector?</p> <p>Yes</p> <p>Do you provide your members, visitors and contractors with face masks?</p> <p>Members, visitors and contractors are required to provide their own face masks, however, the Club keeps some disposable face masks available for use by people entering the Club if they have forgotten to bring their own</p>

<p>You should provide training, instruction and guidance on how to correctly fit, use and dispose of Personal Protective Equipment (PPE).</p> <p>You should inform workers that reusable face masks should be washed each day after use. However, if during the day the face mask is visibly dirty or wet, it needs to be replaced with a clean face mask immediately.</p>	<p>Who is responsible for making sure your workers understand how to use PPE?</p> <p>There is no requirement for the use of PPE in our club premises. Club members are only required to wear masks while indoors at the Club in accordance with current Victorian Government Stay Safe Directions.</p>
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Practise good hygiene

Requirements and recommendations	Action
<p>You must take all reasonable steps to frequently and regularly clean and disinfect shared spaces, including frequently touched surfaces such as doorknobs and telephones.</p> <p>You should:</p> <ul style="list-style-type: none"> · Clean frequently touched surfaces with appropriate cleaning products, including detergent and disinfectant. · Clean between shifts. 	<p>Do you clean and disinfect frequently touched surfaces twice a day, including doorknobs, counters and handrails?</p> <p>This is not a business premises, it is a sporting club. Club members are advised to clean and disinfect frequently touched surfaces and cleaning and disinfecting equipment is placed around the Club. There are signs advising members to clean and disinfect.</p> <p>Who is responsible for cleaning between shifts?</p> <p>The Club has a contracted cleaner who cleans each day when Club members attend the Club for organised club activities</p>
<p>You should display a cleaning log in shared spaces.</p>	<p>Where is your cleaning log?</p> <p>There are cleaning logs with each bucket of cleaning/disinfecting equipment located at the Club</p>
<p>You should make soap and hand sanitiser available for all workers and encourage regular handwashing.</p>	<p>Do you have soap and water at all wash stations?</p> <p>Yes</p> <p>Can customers, delivery people, contractors, staff all access sanitiser when they arrive?</p> <p>Yes</p>

Keep records and act quickly if people who come to the Club are ill

Requirements and recommendations	Action
<p>If your members are ill, you must support members to get tested and stay home even if they only have mild symptoms.</p>	<p>Do you know the symptoms of COVID-19?</p> <p>Yes, there is information on our website for members and at the Club, as well as signage at the entrances to the Clubrooms</p> <p>If a member has symptoms, do they know they should stay home and get tested?</p> <p>Yes, there is information on our website for members and at the Club, as well as signage at the entrances to the Clubrooms</p>
<p>You must develop a business contingency plan to manage any outbreaks. This includes:</p> <ul style="list-style-type: none"> · A plan to respond to a member, visitor or contractor being notified they are a positive case or a close contact while at work. · A plan to clean the Club (or part) in the event of a positive case. · A plan to contact the Department of Health and WorkSafe Victoria on 13 23 60 if you have a person with COVID-19 at your workplace. · A plan in case you are instructed to close by the Department of Health. · A plan to re-open your Club once approved by the Department of Health. 	<p>How do you record all members and visitors on site?</p> <p>Use of Service Vic QR Code and we also have paper sign in sheets that are completed and then stored securely at the Club</p> <p>How will you contact all your members or visitors quickly if they need to quarantine and get tested?</p> <p>Members can be contacted via SMS messaging through our membership database, Revsport, WhatsApp closed member group, and by a notification on our website</p> <p>Who will ring the Department of Health and WorkSafe if you have a positive case in the workplace?</p> <p>Representative of the CYC Safety and Risk Committee</p>

<p>All businesses are required to use the Victorian Government QR Code Service (with some limited exceptions) through the Service Victoria app.</p> <p>If a visitor cannot check themselves in, the Service Victoria Kiosk check-in service allows venues and businesses to use their own smart phone, tablet or computer to check-in visitors. This is convenient for Victorians and gives contact tracers access to the best data quickly.</p> <p>It is free, quick and easy to use.</p>	<p>Register for the Victorian Government QR Code Service at coronavirus.vic.gov.au/register-to-use-vic-gov-qr-code-service</p> <p>If there is an outbreak, this will enable rapid and effective contact tracing to stop the virus spreading.</p> <p>Make sure staff, contractors, customers and visitors check in.</p>
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Avoid interactions in enclosed spaces

Requirements and recommendations	Action
<p>You should reduce the amount of time members and visitors are spending in enclosed spaces. This could include:</p> <ul style="list-style-type: none"> · Moving as much activity outside as possible, including serving members, meetings, tearooms, lunchbreaks and locker rooms. · Enhancing airflow by opening windows and doors. · Optimising fresh air flow in air conditioning systems. 	<p>Can you open doors or windows, or relocate activity outside?</p> <p>Doors and windows in the Clubrooms can be opened to ensure cross flow ventilation throughout the main indoor spaces of the Club.</p> <p>Activities can be relocated outside and to a sheltered area underneath the Club with open roller doors</p>

This document is a guide to assist small businesses to create a COVIDSafe Plan.

Please ensure you check the latest requirements for your industry at [CORONAVIRUS.vic.gov.au](https://coronavirus.vic.gov.au)

In accordance with our privacy policy, any information provided by you will be confidential and only for the purposes indicated.

For more information on our privacy policy, please email icc@ecodev.vic.gov.au or call the Business Victoria hotline on 13 22 15.



For help with your COVIDSafe Plan, visit [CORONAVIRUS.vic.gov.au](https://coronavirus.vic.gov.au) or call the Business Victoria Hotline on **13 22 15**. Translators available.

