

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



Your COVID-19 Safety Plan

Significant events

Business details

Business name	Jervis Bay Cruising Yacht Club Inc.
Business location (town, suburb or postcode)	Callala Bay, NSW 2540
Select your business type	
Community sports	
Completed by	David Churchward
Email address	committee@jbcyc.com.au
Effective date	2 August 2021
Date completed	7 August 2021

Wellbeing of staff and customers

Exclude staff, performers and attendees who are unwell from the event.

Agree

Yes

Tell us how you will do this

All skippers, crew, members, guests, and spectators attending JBCYC events who exhibit respiratory symptoms or fever, even if mild, are advised to seek testing and isolate until results received. Further information is available on the JBCYC website, and provided at briefings and other events.

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

Agree

Yes

Tell us how you will do this

Information on when to get tested, physical distancing, hygiene and cleaning requirements has been made available in JBCYC COVIDSafe Sailing Policy which is available on the club website and has been distributed to all members.

Display conditions of entry including requirements to stay away if unwell and record keeping.

Agree

Yes

Tell us how you will do this

Conditions of entry and conditions for participation are noted on the QR code sign in posters and all participants must register their attendance at gatherings by using the QR code to sign in or contact a COVID19 Safety Officer for manual sign in.

Other types of venues or facilities at the event must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the event 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 if the event has sub-premises that are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

There are no sub-premises.

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

Club officials and committee members are encouraged to access the club's COVID-19 policy and information on the club's website.

Physical distancing

Capacity for a non-controlled outdoor event that is a *COVID-19 safe outdoor gathering* must not exceed the lesser of 1 person per 2 square metres of space of the premises in which the activity is conducted, or 5,000 persons. Capacity for a non-controlled outdoor event that is not a *COVID-19 safe outdoor gathering* must not exceed 200 persons.

Capacity for a controlled outdoor event must not exceed the lesser of 1 person per 2 square metres of space of the premises in which the activity is conducted, or 10,000 persons.

Agree

Yes

Tell us how you will do this

Events are limited to the lessor of 200 people or 1 person per 2 square meters. There is an exemption from the physical distancing requirements granted by the NSW Health Minister whilst sailing competitively.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

Physical distancing of 1.5 meters is promoted through signs and the COVIDSafe Policy and Procedures which is available on the club's website.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Members, skippers, crew, and guests advised not to gather contrary to social distancing requirements on the foreshore, boatramp, club vicinity, or other nearby public areas.

Have strategies in place to manage gatherings that may occur immediately outside the premises and in any designated smoking areas.

Agree

Yes

Tell us how you will do this

Members, skippers, crew, and guests advised not to gather contrary to social distancing requirements on the foreshore, boatramp, club vicinity, or other nearby public areas.

Singing by audiences is not allowed in indoor areas.

Patrons can only consume alcohol when seated in indoor areas.

Dancing is not allowed in indoor hospitality venues or nightclubs (except for weddings, where no more than 20 people from the wedding party are permitted to dance).

Agree

Yes

Tell us how you will do this

JBCYC does not promote, encourage, or organise singing or dancing. Alcohol consumption will only be permitted at seated indoor areas.

Where practical:

- **encourage private transport options to minimise crowding on public transport**
- **coordinate with public transport to minimise COVID-19 risks associated with transportation to and from the venue if crowding may occur.**

Agree

Yes

Tell us how you will do this

The club's COVIDSafe Policy and Declaration advise against carpooling and are listed on the club's website. Public transport is not available.

Hygiene and cleaning

Face masks must be worn by staff and customers, unless exempt.

Agree

Yes

Tell us how you will do this

Masks are to be worn at all club events including: briefings, post-race functions, racing, social events, committee meetings etc. They can be removed when people board their boat.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

Hygiene practises are specified in JBCYC COVIDSafe Policy available on the club website. Hand sanitiser will be made available at all shore based gatherings. Skippers are responsible for meeting all COVID-19 hygiene requirements on their boats including the availability of hand sanitiser. Hand sanitiser available on the club committee/start boat.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Agree

Yes

Tell us how you will do this

Bathrooms are cleaned to the required standard and soap is available. Patrons are to supply their own towels.

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces

several times per day.

Agree

Yes

Tell us how you will do this

Skippers advised to clean all frequently used hard surfaces on their boats. Club boat volunteers advised to clean all hard surfaces on the club committee/start boat prior to and following use. Indoor areas including bathroom facilities will be cleaned to the required standard.

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).

Agree

Yes

Tell us how you will do this

Ventilation will be maximised by having both the the entry door and roller door open when the indoor space is in use.

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, attendees and contractors.

Agree

Yes

Tell us how you will do this

The Service NSW QR code will be used for all check-ins (or Service NSW Website check-

in). This includes: briefings, post-race functions, racing, social events, committee meetings etc.

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the event.

Agree

Yes

Tell us how you will do this

Entry to JBCYC activities will only be permitted to members, guests, and visitors on confirmation that NSW Service entry conditions have been met.

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, attendees and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

The Service NSW Website check-in will be available for those who are unable to access QR code check in.

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

Yes