

Covid 19 - Risk Mitigation Policy for Classroom Courses – Customer Information. (Update 14 Oct 2020)

Infection risks in the UK continue to cause all of us concern and we have again reviewed our Covid-secure measures to ensure strict compliance with current government regulation and guidance. The aim is, as before, to minimise risk of infection for all customers, staff and third parties. No single measure can eliminate all risk of infection. But a systematic combination of measures targeting all possible channels of infection and transmission will minimise overall risk.

We continue to monitor the situation and if government policy changes or we perceive a specific new risk we will adjust measures and keep you informed.

Conduct of Classroom Courses

The following measures are in place:

- a. Maximum number of students on a course reduced to 2 for First Aid, 4 for VHF Radio courses and Diesel Engine and Radar Courses.
- b. Strict Social Distancing at 1.5 metres will be maintained unless students are in the same household.
- c. We ask customers to self declare their health status prior to a course and to repeat this on arrival on day 1. (see below)
- d. We take customers' temperatures on arrival with an infra red thermometer.
- e. Students are asked to use hand sanitiser on arrival at the marina.
- f. Students are only be allowed to board the barge and enter the classroom one at a time.
- g. No drinks will be available except for drinking water in disposable cups. Students are free to bring their own drinks.
- h. Lunches. Students may bring sandwiches but may not use the galley for preparation and should take all waste and packaging away with them.
- i. Students may be asked to wear a mask at times when for any reason proximity to others (including the instructor) has to be temporarily less than 1.5 metres.
- j. Students are asked to play a full part in maximising social distancing in accordance with the guidance below.
- k. Students are asked to only move away from their desks and leave or re-enter the classroom one at a time.
- l. Students are asked to wash hands with soap and water or with hand sanitiser at frequent intervals.
- m. No equipment will be provided on loan. Students may purchase items like plotters and dividers.

Preparation of the Classroom and Equipment

- a. Prior to any course the office manager will ensure that:
 - (1) The essential desks are laid out facing the whiteboard and with 2 metres distance from the instructor to achieve good inter-desk separation. Remaining desks are to be folded and stowed.
 - (2) All active desks, handrails, door handles and other touch surfaces are cleaned with disinfectant.
 - (3) Liquid soap and hand sanitiser is available in the galley.
 - (4) The waste bin is empty with a clean bin liner.
 - (5) Plenty of kitchen towel is available to dry hands.
- b. At the start of all courses the instructor will brief students on Covid Safety measures, stressing self discipline in moving around the classroom.
- c. Prior to a VHF course the instructor will disinfect the VHF Radios and place polythene pouches over the microphones.

Elite Sailing Staff and Facilities

Staff are briefed to maintain highest standards of compliance with social distancing on and off duty, to report any symptoms of infection or possible contact with an infected person and to withdraw from work and self-isolate immediately as required by regulations. Facilities are maintained in a hygienic condition with all areas, surfaces and equipment that customers may contact cleaned regularly.

Customer Health Declarations

A few days before each course or event the instructor and every customer will be sent an email asking for a personal health declaration. You will be asked to declare, by email, that:

‘To the best of my knowledge I (and all members of my party attending with me) do not currently have symptoms of Coronavirus and in the last 14 days have not had contact with an infected person or been asked to self-isolate due to reported contact. If before or during the course I develop symptoms or suspect contact with an infected person I will inform Elite Sailing immediately.’

You will be asked to repeat this declaration on arrival for a course.

What to Bring with You

Masks. (We will supply disposable masks but you may prefer to bring your own).

Personal hand sanitiser

Packed Lunch and drinks. (Note: fresh water suitable for drinking is available in the galley but bring your own cup)

Additional documents or equipment associated with your course.

Arrival Procedure

The marina car park and pontoon gate keypads are disabled and entry is only by card. At the car park use the intercom, saying that you are for Elite Sailing. At the pontoon gate call the office on 01634890512 and we will send someone to let you in.

Immediately and before proceeding further: Clean your hands using the hand sanitiser provided by the marina just inside the entrance gate.

Check in at the Elite Sailing Barge. Knock on the door and you will be greeted by a staff member. Do not enter the barge unless invited.

We will show you a printed card and ask you to repeat the health declarations.

We will take your temperature using a laser thermometer. We will then direct or escort you to your boat or admit you below deck on the barge (classroom courses only).

On Boats

Current regulations do not allow overnight stays on boats so we will return to the marina at the end of each day so you can return home and come back the next day.

The instructor will welcome you and explain safety procedures including the following measures:

1. Careful social distancing between other people not in your household group.
2. Wear masks during training.
3. Only one person below deck at one time.
4. Stow personal items in your allocated space below deck as directed.
5. Frequent hand-washing using soap and water in the galley and/or sanitiser.
6. Cleanliness of toilet facilities and disinfectant wiping of contact surfaces after every use.

What if you are unable to attend due to a Covid-19 event or become unwell during the course with Covid 19 symptoms?

You should inform Elite Sailing or your instructor immediately, withdraw from the course, return home and comply with Government or NHS instructions.

New terms and conditions allow for this event and we will allow postponement of all or part of a course to a mutually agreeable date with no penalty.

What if Someone Else aboard the boat Becomes ill with suspect Covid 19?

You instructor will report this immediately to the Elite Sailing Office Manager or Chief Instructor. A decision may be taken to suspend the course and ask all customers to return home and consider self-isolation. Terms and conditions allow for this event and subsequent postponement of all or part of everyone's courses to mutually agreeable dates with no penalty to any party.

A Detailed Risk assessment and mitigation measures is available via the Elite Sailing website Covid 19 page.

This policy and all measures will be reviewed continuously in the light of government Government policy and updated as necessary.

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