



# U Sail Bermuda Coronavirus (COVID-19) Operating Procedures

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Please Note that this coronavirus operating procedure is specific to the coronavirus pandemic. The standard operating procedures and other supporting procedure documents still apply.

All Staff shall sign and agree to these coronavirus operating procedures in conjunction to the standard operating procedures and all other supporting documents.

### **Arrival to the Centre:**

Any participant including **someone** in the **same household** with the following symptoms will be **refused entry to the centre**.

If you have any of the following symptoms; fever (above 100.4 °F (38°C) ), tiredness, and dry cough then we shall advise you based on government guidelines to stay at home and self-isolate. If you are self-quarantining/isolating, you must **not enter the centre** and stay at home. Please see our 'Coronavirus- Covid 19 section under our terms and conditions' where you will be able to receive a credit for future booking if a session cannot take place.

All Participants will need to complete our coronavirus (covid-19) health declaration 2 days prior to attending the centre, which is available on our website under 'policies & waivers'. This must be 'preferably' completed on your own device, prior to arrival at the centre.

Management and Staff have the right to conduct temperature checks as the customer arrives at the centre. We will keep a record of all customers and their temperatures at the start of each day and/or on arrival to the centre. This will be used for contact tracing.

Staff will be asked to self-monitor their temperatures and a daily temperature check is recorded of all staff onsite on any given day.

- All attendees and/or with parents if under 18 shall enter the centre 1 at a time.
- Everyone must wait 2 metres (6 Feet) apart adhering to social distancing standards which will be monitored by staff.
- Staff must not shake hands or have any physical contact with any customer or other member of staff and avoid close contact.
- Centre Reception Desk will be positioned close to the equipment's container as ONLY STAFF will have access to the container. **NO ATTENDEE or PARENT/GUARDIAN to enter the container.**
- Only 2 staff members will be allowed into the container with social distancing and where not possible, we recommend a mask be worn

The centre will be limited to a recommended maximum of 27 people in the boat park/centre area.

### **Covid-19 Suspected Case**

- Should a customer develop symptoms of coronavirus during their course at the centre, they must be isolated as soon as possible away from others with a distance of at least 2 m.

- Duty Manager or SI on site or base contact depending on who is ashore is to **IMMEDIATELY CALL** Epidemiology and Surveillance Unit and inform the ministry of health to inform them of this suspected case. (Epidemiology and Surveillance Unit- Telephone- (441) 278-4900) (Ministry of Health- Telephone- (441) 278-4900)
- All items that they have or were likely to touch, must be disinfected before any customer can use any equipment. Please refer to the Bermuda Government Cleaning and Disinfecting Policy with a known or suspected case of covid-19.

### **Covid-19 Response Team**

Thomas Penruddocke- Activities Director

Charles Penruddocke – Centre Manager

Emma White- Head of Operations/Chief Instructor

Maja Penruddocke- Centre Welfare Officer

The U Sail Bermuda Covid-19 Response Team can be reached by sending an email to [covidresponse@usailbda.com](mailto:covidresponse@usailbda.com)

- The covid-19 response team will identify those persons at risk who were in close contact with the suspected case and discuss further with the ministry of health about who will require necessary testing.
- Any staff member who came into close contact should be tested at the earliest opportunity.
- The coronavirus incident form should be filled in detailing the suspected details of symptoms for reference

### **Training**

- All staff will be trained on these covid-19 procedures, which they will sign to agree to them.
- All staff must watch the mandatory training course video 'Infection Prevention and Control Training Revised 43-minute video'.
- All Staff training to be documented on the U Sail Bermuda Staff training forms.

### **Activity Timings**

- These timings will be staggered to avoid creating unnecessary queues at the centre at any one time.

### **Handwashing**

- All participants will wash their hands with soap and water or hand sanitizer on arrival to the centre.
- Regular hand washing or hand sanitizing will be encouraged by the instructors throughout the day.

## **Staff Meetings**

- All morning and evening briefing and debriefing to be done outside and all will sit at least 2 metres apart. It will be monitored by a senior team member.

## **Personal Safety Equipment**

- Staff to pre-organize the buoyancy aids and hand them out one by one
- Staff to wear face coverings where social distancing cannot be maintained.

## **Tuition**

- There will be limited Instructor 'in boat' tuition to only 2 persons, for example instructor as crew or helm. This will be at the discretion of the 2 people (instructor as helm and crew as student). No other in boat tuition will be allowed for example 2 people plus instructor. Where not possible, you must adopt the RYA method to single handers.
- Single hander tuition will be the preferable delivery method where possible with a ratio of 1:6.
- Double hander sailing is permitted for everyone by the Bermuda Sailing Associations 'return to play' guidelines. It is therefore up to the participant whether they want to sail together in the boat. This applies to 29er sailing as well. The 1:6 ratio shall also apply to reduce the group size with a maximum of 2 people per boat on the water. On the shore, all social distancing requirements must be met.
- Foiling tuition will be dependent on the correct conditions, reducing the need to use the safety boat. The standard ratio of 1:4 will still apply. The use of adaptive boats such as RS Aero & Laser with Glide Free Foiling Kits will be encouraged for less experienced customers who have an ability level of level 2 or above. The waszp will be used where confidence in sailing ability is fine to foil in the Waszp.
- Land drills will be demonstrated by the instructor in small groups and where possible be limited to one go per student and use of the disinfectant to sanitize after each student.
- First Aid Courses
  - As we do not have the capacity to issue each student with a separate manikin due to an increased risk of close contact of transmission of covid-19 on first aid courses, we have taken the difficult decision to suspend face to face first aid training until 1<sup>st</sup> September 2020, when we will reevaluate the situation.
  - However, for anyone who has a RYA First Aid certificate which has expired after March 2020, an automatic extension is granted by RYA headquarters until September 2020. We also have the capability of running a 1 year online 2.5-hour extension course via Zoom, valid with your expired certificate.

- Powerboating Courses
  - All students and instructors are to wear face coverings while on a powerboat level 2 course, even though all training will take place outside. A bottle of spray disinfectant will be carried to wipe down controls between student and instructor touch points.

### **Briefing/ Debriefing**

- All briefings and debriefings will take place outside under the physical distancing.

### **Lunch/Breaks**

- Duty Manager or SI on site to coordinate staggering of eating lunch and sitting 2 m apart.
- Eat Lunch Outside
- No more than 20 people per group onsite at any one time. While the park space may be utilized as well.
- Any Games must ensure a 2m social distancing

### **Equipment/ Boat set up & Pack down:**

- Staff to preferably rig boats and equipment, move boats from the boat park to the launching area for booked sessions, prepare the centre for the day, as per the usual day with the 2 m distancing. Face coverings to be worn where distancing cannot be maintained.
- Staff to approach and carry equipment to reduce customers touching equipment.
- Staff to use the disinfectant pump to disinfect equipment after every user has used the equipment including changeover of other staff in the safety boat. A dedicated staff member will be assigned this duty each week.

### **Launching/recovering:**

- A waiting zone will be clearly indicated to where the customers can wait until the staff gets the boat ready.
- Staff to get the boat in the water to avoid minimal touch points by customer.
- Customer to leave equipment tied up to the 'L shape' dock except 29er and foiling boats when a staff member will handle trolley and customer to just slide boat on it and leave it in the water.
- All staff will make sure persons can suitably sail in the given wind conditions and handle the equipment hired, should any doubt in ability, you will be refused from the water.

### **Operating Area**

- The operating area should be carefully considered in the morning instructor briefing with a suitable SI or duty manager on site.
- All instructors are to consider a suitable sailing area, and wind limit where possible reducing the need for rescue cover by the instructor in the safety boat.

## VHF/Communication

- Base contact radio will be used by one dedicated person each day reducing the risk of cross contamination between instructors.
- Should the duty senior or powerboat instructor need to carry the duty senior phone, it must be kept in the waterproof pack unless its required and cleaned with cleaning wipes on return prior to reissuing.
- All safety boats will be allocated one VHF radio for the week to reduce the risk of contamination/moisture in the microphone.
- All radios to be placed in the disinfectants bin for 5-10 mins to be cleaned and disinfected.

## Safety Cover/ coaching afloat

- The use of the two Jaffa Rigiflex boats over the RIBs where suitable should be used as they are a more open design and lower in the water making it easier for students to board without instructor assistance.
- Staff to be issued with a powerboat at the beginning of each week to reduce cross over of equipment.
- Staff will clean the keys and essential equipment that has been touched to prevent cross contamination.
- Single manning of the safety boat is preferable over double manning unless from the same household/family
- Face shields are available in a zip lock bag allocated to each instructor should it be required in a rescue situation.
- All double hander craft must have mast head floats attached to the sail when sailing.
- Considerations should be taken with 420 double handers that they should be reefed in advance.

## Hires/Rental

- Hires/Rental as usual shall stay in area A where possible unless an active safety boat is afloat in areas B/C.
- Only pre-booked hire sessions through our booking system in advanced will be taken to avoid unexpected gatherings.

## Cleaning

All cleaning to be done in accordance with the departments of health cleaning and disinfecting without known or suspected covid-19 case protocol.

- **General Hygiene:** Fresh water and soap, and/or hand sanitiser provided for customers and staff members which must be used frequently.
- **Use of Centre's Personal Equipment by students:** Where students use Centre's buoyancy aids, they must be washed with disinfectant after every use.

- **Equipment (Boards/Boats):** After each user has finished with a piece of equipment, a staff member will use the disinfectant sprayer to disinfect key touch point surfaces such as tiller, mainsheet, dagger board lines, rudder, boom, UJ etc. All equipment to be washed down effectively after each day's use with effective cleaning with soap and water and/or EPA-approved disinfectant product. A period of 5-10 minutes will be adopted between users when disinfectant spray is used as per the EPA- approved cleaning product. If using an EPA-approved product, goggles or safety glasses are recommended to be worn by the authorized staff member in charge of this. Care should be taken with the use of any chemicals and potential run off into waters which may have environmental impact.
- **Safety boats:** When a change of staff member uses a safety boat, it shall be washed off with the disinfectant sprayer. All safety boats will be disinfected with sprayer at the end of each day.
- **Use of Cleaning Sprayer**
  - A staff member will be allocated to conduct the disinfecting with the sprayer for the week between users using the equipment.
  - Only authorized trained persons should mix the concentrated cleaning substances.
  - Individual containers will be marked up as a template for how much of the concentrated substances to mix up with water.
  - Staff members mixing it up or using the sprayer are recommended to wear eye protection and eye wash is available in the first aid box.

### **Lost & Found Items**

- All Items left behind will be placed in a rubbish bag and marked with the date of left at the centre. All items must be claimed by the next day otherwise we will dispose of it. This is due to covid-19 hygiene reasons.

### **Payment**

- All payments to be made remotely prior to the session via the online booking system.
- No cash or cheques are to be accepted but payment options can be via the centre phone by card, through booking system preferable, and by direct bank transfer where a screenshot should be provided.

### **Shore based Training**

- All face to face first aid training will be suspended until September 1<sup>st</sup>. We have 2.5-hour online RYA first aid extension course running via zoom for those RYA First Aid certificates that have expired between March 1<sup>st</sup> until September 30<sup>th</sup>, 2020

## Coronavirus Health Declaration Form

(Link to Online Form to fill out:

[https://usailbermuda.checkfront.com/reserve/document/?template\\_id=4&return\\_url=%2Freserve%2Fdocuments%2Fdirectory%2F&kiosk=1](https://usailbermuda.checkfront.com/reserve/document/?template_id=4&return_url=%2Freserve%2Fdocuments%2Fdirectory%2F&kiosk=1) )

All participants to fill out a coronavirus health declaration for the start of every course or first session or at least once a week when entering the centre.

**Please complete our coronavirus (covid-19) health declaration within the 2 days prior to attending a course or first session each week.**

By completing this coronavirus (covid-19) health declaration, you agree that we can give this basic information listed below, should the Ministry of Health require it for contract tracing purposes.

Should you develop any symptoms at anytime during or after your course or session, please contact us at [covidresponse@usailbda.com](mailto:covidresponse@usailbda.com) as we will need to inform the Ministry of Health for contact tracing.

Participants Name:

Parents/Guardian Name (if applicable):

Date:

Name of Course:

Date of course/ session start:

Telephone Number:

If you have any of the following symptoms: fever (above 100.4 °F (38°C) ), tiredness, and dry cough then we advise you based on government guidelines to stay at home and you will be **refused** entry to the centre. Please see our 'Coronavirus- Covid 19 section under our terms and conditions' where you will be able to receive a credit for a future booking.

Should you develop any symptoms after your course or session, please contact us a [covidresponse@usailbda.com](mailto:covidresponse@usailbda.com) as we will need to inform the ministry of health for contact tracing.

- 1) Are you currently suffering from any symptoms (fever (above 100.4 °F (38°C), tiredness, and dry cough) of Coronavirus (covid-19) within the last 7 days of the course start date?

YES Or NO

- 2) Have you had any of your household members feel symptoms of fever (above 100.4 °F (38°C), tiredness, loss of taste and dry cough in the last 14 days?

YES Or NO

Signed by participant

Signed by parent/guardian (if under 18) Date: