



**U SAIL**  
**CASTLE HARBOUR**

# Temporary Coronavirus (COVID-19) Operating Procedures

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(Updated 7<sup>th</sup> March, 2022)

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 coronavirus symptoms (as detailed on the next page) will be **refused entry to the centre**.

All customers (Over 2 years old) and staff must always have a face mask on properly over their mouth and nose when indoors. **Failure to adhere to these rules will result in being refused entry.**

#### For Non-Immunized (Not had 2 doses of covid-19 vaccine + 2 weeks) Persons Recently Travelled:

All customers or staff who have recently arrived from overseas must quarantine at home or in a managed quarantine facility and only be allowed to enter the centre including kids of non-vaccinated parents until their **day-10 negative supervised antigen test**.

Kids under 18 who are non-immunized, who have travelled with fully vaccinated parent travelers will be allowed to enter on the same rules as immunized travelers for all activities immediate **after travel except kids' activity week camps**.

All kids under 18 who are non-immunized wanting to do a **5-day activity week camps**, must test **negative** on a Sunday evening lateral flow test and Wednesday evening lateral flow test. The result must be emailed before coming arriving on Monday or arriving on Wednesday.

#### For Immunized (Had 2 doses of covid-19 vaccine + 2 weeks) Persons Recently Travelled:

**Immunized customers or staff** can immediately enter the centre after arriving in Bermuda.

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**. 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.

Every household will need to complete our coronavirus (covid-19) health declaration at maximum 2 days prior/before entering the centre at centre reception, which will either be emailed to complete digitally, completed on iPad at the centre and/or is also available on our website under 'policies & waivers'. This must be 'preferably' completed on your own device, prior to arrival at the centre.

Only Kids on activity weeks (camps) will have their temperature taken on arrival of the centre each day and asked about their current health condition. </p>

All Participants on full 5-day kids camps will be supplied with 2 Lateral Flow Tests, these are included free of charge. Parents must use them to test on Sunday Evening before Monday and Wednesday Night before Thursday. Please email a photo of the result with an ID of participant in the photo and indicate who it is for in the subject bar to covidresponse@usailwatersports.com .

All Staff will test twice weekly using self-lateral flow test kits provided by the company. They will be trained in the symptoms of covid-19 and any staff member who displays symptoms must self-isolate at home away from the workplace until symptoms go away which is followed with a lateral flow test kit. This is dependent on the Department of Health case management team.

All staff must test using a self-lateral flow test on Sunday evening before starting activity week and again on Wednesday evening. This will be provided by us.

All Instructors are vaccinated with a minimum of 2 doses and must self-isolate for 7 days and on day 7 can test to release with a supervised lateral flow test to end quarantine from a positive test result or close contact.

All staff who have a booster 3rd dose are not required to quarantine from a close contact providing NOT displaying any symptoms and daily self-lateral flow tests are carried out.

All instructors must be immunized with at least 2 doses of an acceptable covid vaccine.

Any non-immunized non instructor staff must take a LFT three times a week on Monday morning, Wednesday morning and Friday morning.

### **Arriving at the Reception**

- All attendees shall enter the office in small groups.
- Mask should be worn indoors at all times.
- Staff must also adhere to social distancing protocol with colleagues, guests and other businesses using the same facility (Kinezumi Watersports).

### **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.
- A Lateral flow test must be taken as soon as practical and if positive, go home and isolate for 7 days and vaccinated can test using a lateral flow test on day 5 and if negative and showing no symptoms, they can return to work.
- Duty Manager, SI on site or base contact depending on who is ashore is to **IMMEDIATELY CALL** Tucker's Point Security Team Extension (4090) and if necessary, call the Epidemiology and Surveillance Unit in 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.

### **U Sail Castle Harbour Covid-19 Response Team**

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The U Sail Castle Harbour Covid-19 Response Team can be reached by sending an email to

[covidresponse@usailwatersports.com](mailto:covidresponse@usailwatersports.com)

- Any staff member who came into close contact should be tested at the earliest opportunity.
  - Vaccinated with only 2 doses: Quarantine for 7 days and test out on day 5 with antigen test and if negative, end quarantine
  - If vaccinated with booster 3<sup>rd</sup> dose: Test each day for 7 days with lateral flow test kit and continue working providing negative
  - Non Vaccinated shall quarantine for 10 days. Test on day 5 and day 10 to end quarantine.

### **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 Watersports Staff training forms.

### **Handwashing**

- All participants will sanitizer on arrival.
- Regular hand washing or hand sanitizing will be encouraged by the instructors throughout the day.

### **Personal Safety Equipment**

- Staff to wear face coverings at all times indoors.

## Tuition

- Instructor In Boat Tuition will be **allowed open to all**. It is **strongly recommended that you are vaccinated or hold a negative test**. Maximum of 2 students to 1 instructor is recommended.
  - Masks while sailing double handers do not need to be worn. Maintain at least 0.5m and avoid direct face to face contact where possible.
    - 420 double handers in boat tuition
    - 29er performance joyrides
- Mixed Household Double hander sailing is **permitted**. It is strongly recommended to be vaccinated of at least 2 doses or test negative before sailing.

## Briefing/ Debriefing

- All briefings and debriefings with students will take place outside under the physical distancing and optional outdoor face coverings.

## Lunch/Breaks

- Eat lunch outside
- Students will be split into groups based on their activity.

## Cleaning

All daily 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 should 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/Safety boats):** At the end of each day **only where a covid case is suspected**, staff will use the disinfectant sprayer to disinfect key touch point surfaces such as tiller, mainsheet, daggerboard lines, rudder, boom, UJ etc with effective cleaning with soap and water and/or EPA-approved disinfectant 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 runoff into waters which may have environmental impact.
- **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 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 2 days otherwise we will dispose of it. This is due to covid-19 hygiene reasons.

### **Payment**

- No cheques and limited cash at this time but payment options can be hotel or member charge account at start of session and card payment (MasterCard or visa is accepted).

### **Coronavirus Health Declaration Form**

(Link to Online Form to fill out:

[https://usailcastleharbour.checkfront.com/reserve/document/?preview=1&return\\_id=3](https://usailcastleharbour.checkfront.com/reserve/document/?preview=1&return_id=3))