

GUIDANCE FOR RE-OPENING AND OPERATIONS OF PUBLIC LAUNCH SITES IN KWAZULU-NATAL (KZN)

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(Acknowledgment: Commodore Leon Garbade, Shelly Beach Ski Boat Club)

Introduction

As more countries gain control in containing the COVID-19 virus, public launch sites will re-open in accordance with relevant national/provincial/local authorities' guidelines. The re-opening must be controlled and in line with the guidelines recommended by the World Health Organisation (WHO). It is the responsibility of the respective management body or their appointed COVID-19 Compliance Officer, that the principles below are followed to the fullest extent possible to ensure a safe and secure working environment for employees and site users.

These guidelines are in effect until further notice.

Main principles which must be adhered to at Public Launch Sites in KZN

1. All users must follow the instructions from the relevant Local Authority/Metro/Municipality ("the management body").
2. Where a club/person manages a launch site on behalf of a management body, the instructions set by the management body remain applicable.
3. Social/physical distancing must be adhered to under all circumstances.
4. All employees must be cautious of their personal hygiene to reduce the potential risk of infection.
5. Extra cleaning activities must be implemented and prioritised at all facilities.
6. Launch sites should make a non-contact thermometer available as well as print out Screening Declaration forms.
7. All sites must record everyone who accesses the facility, and save their contact information. This means having a Contact Tracing Register of full name, physical address, phone number, email address, date, times in and out, and signature.
8. Clubs shall appoint a COVID-19 Compliance Officer who will be responsible for the collection and keeping of the data. This person will also be the first point of call should somebody declare an infection. It is suggested that this person be the Commodore/Chairman or Safety Officer.
9. Adherence to the rules will be audited by the management body with oversight by the EDTEA.
10. Non-compliance by users could lead to the management body or EDTEA temporarily closing the launch site, in terms of Regulation 3(1)(a) of the *Management of Public Launch Sites in the Coastal Zone Regulations (2014)*.

Distribution of employees in the Launch Site Control Tower (site specific)

- Only 1 (one) employee will be permitted in the control tower at a time, save for the purposes of a shift change.
- Hands are to be sanitised immediately upon arrival/access to the control tower.
- Employees/Controllers are to wear the supplied PPE at all times.
- Employees/Controllers are only to undertake work in the designated areas and are not permitted to move freely about outside.
- In event of a suspected or positive test, the Local Authority/Metro/Municipality procedures will be followed.

Hygiene measures to be taken at Public Launch Sites in KZN

Towers:

- All staff and visitors must disinfect their hands on arrival at the site.
- No visitors to be permitted into the control tower under any circumstances.
- Only the skipper and vessel crew are permitted controlled access to the control tower for the purpose of completing the Launch Register and Declaration (Screening Form).
- Vessel skippers shall further collect the Contact Tracing Register, prior to launching, and have it filled in by all crew – and the register dropped off at the control tower/site office immediately after beaching.
- No pens will be supplied or made available at the launch site. Each crew member should bring his/her own pen.
- All offices and high touch areas in the tower are to be disinfected prior to returning to work.
- Launch site managers must make sure that *extra cleaning activities* are carried out at the tower throughout the day.
- All staff must disinfect own work spaces before and after each shift, and must ensure they are provided with means to do so.
- Management bodies must arrange for extra cleaning of all door handles, staircase railings, coffee machines, printers, refrigerator doors, toilets etc.

Personal employee hygiene:

- Enforce rule of no hand shaking.
- A hand sanitising station must be readily and easily available.

Launch sites:

- Social/physical distancing must be observed at all times.
- No person may be seen to be loitering around or gathering in social groups at the launch site itself.
- Skippers are to report to the Tower/Clubhouse/Base (as applicable) on arrival.
- Crew to remain at/on the vessel and only disembark to complete the Declaration. No mingling or walking around.
- No unauthorised vehicles are permitted in the launch site or designated launch site parking lot.
- All other 'normal' out of lockdown operating procedures pursuant to the safe running of the launch site, as per respective site management conditions, will remain in force during this period.
- These rules are subject to national regulations and may be amended from time to time.
- Charter operators/Charter permit holders are precluded from marketing their businesses whilst being onsite for the duration of the COVID-19 national lockdown. Currently charter fishing, charter pleasure, charter scuba, private pleasure, private scuba and private spearfishing activities are prohibited under Alert Level 3.
- Public launch sites will be opened solely for the purposes of launching and beaching small vessels, for services/activities allowed under the relevant alert levels. No gatherings will be permitted.
- All Charter operators/Charter permit holders will be individually responsible to meet the National COVID-19 requirements of reopening businesses and trading requirements.

Facemasks and face shields

- All persons on the launch site premises, whether staff, contractors, cleaning staff, security personnel, skippers, crew or third party staff are required to wear a face mask or face shield at all times.
- All staff should be issued with at least 2 re-usable masks for this purpose.

Screening

- All skippers and crew will be required to be screened on entering the site/control tower/base.
- All skippers and crew will be required to complete a Declaration for tracking and tracing purposes before launching.
- Any suspected or positive case of COVID-19 is to be reported to the Launch Site Controller or COVID-19 Compliance Officer immediately for tracing to begin.