

## Introduction

The Covid-19 outbreak continues to be a rapidly evolving situation that presents a number of complex challenges and decisions for all service-based organisations. The information within this document is designed to aid your decision-making process, not replace it. All decisions should be made by the organisation's leadership, using this information as assistance, but taking into account all of the unique considerations in which you operate. In doing this, the affiliated institution should use risk assessment tools and processes to make the most effective decisions.

The health and safety of a affiliated institution's members, volunteers and staff should be the number one priority at all times. All necessary measures should be taken to be Covid-secure and reduce the risk of infection from Covid-19 to members, volunteers, staff and visitors in accordance with current Government guidance. Likewise, in these times of increased strain on South African emergency services, a affiliated institution will need to ensure that the risk of an incident leading to support from emergency services is minimised.

The effective eradication of Covid-19 relies on people taking individual and collective responsibility. It is the affiliated institution's role to facilitate safe activity from their premises in line with Government guidance and to remind their members of their individual responsibility so they can make informed choices.

SA Sailing is mindful that Provincial Governments may issue their own phased plans and measures. Additionally, as we have seen to date, local authorities, harbour authorities, landlords or marinas may also interpret guidance differently. We will carefully review any industry specific guidance that impacts on sailing and boating activities, such as advice for the sport, SAMSA and hospitality sectors as well as paying particular attention to any guidance for specific sections of our community.

SA Sailing will continually review all the advice we provide as we learn from affiliated institutions and other organisations throughout this process. By learning from mistakes and sharing best practice we will find ways to adapt and strengthen boating.

## SA Sailing Guiding Principles

These are SA sailing's guiding principles that will underpin all guidance across the sailing, boating and other water sport federation community. We would encourage decision makers to use these principles to inform their own decisions during the Covid-19 period.

1. We will always follow Government advice. The COVID-19 preventative measures are vital to protecting health and wellbeing and to minimising pressure on frontline services. We all have a role to play by following the Government guidelines.
2. We will, as a boating community, take a **considerate** and **conservative** approach
  - **Considerate:** be mindful of the potential impact that you could have on other water users and do not place unnecessary extra strain on the NSRI and emergency services.

- **Conservative:** help to minimise risk by taking an extra conservative approach to your sailing and boating.

## Take it step by step

This process will support your affiliated institution with reviewing the range of activities (ashore and afloat) offered and the management of your facility. It is clear governments have a roadmap and there will be phases to coming out of lockdown. Lifting restrictions will happen step by step, allowing new activity along the way.



### Appoint a Covid Compliance Officer

- Create a Covid-19 task group
- Appoint a Covid-19 officer to co-ordinate this group.
- Who is going to make decisions related to activities, operations, implementing Covid-19 guidelines?
- Who do you need to include to help the decision-making process?

### Confirm what is permitted within any regulations

- Check the latest Government guidelines and advice ([Department of Sports and Recreation](#), [SAMSA Marine Notices](#), [SA Government](#), [Alert Level Regulations](#), [Government Sector directions](#)).
- Consult with local authorities, City By Laws, harbour authorities, landlords and SAPS and seek the necessary confirmation to return to activities.
- Reflect on what activity may be appropriate within given guidelines.
- Think ahead to future options as well as reflecting on what is currently possible.

### Assess risk, decide controls

- Review the options on how you might alter affiliated institution operating procedures to support activity in accordance with the SA Sailing principles outlined above.
- Look out for what is being recommended for other sectors – for example: workplaces, schools, hospitality, other water sport affiliated institutions and training programmes.

- Follow the Health and Safety guides to risk assessments ([DoH](#)) :
  - What are the new hazards?
  - Who is at risk and how?
  - What is the level of risk and what controls can you put in place to reduce this?
  - Record your findings.
  - Review regularly.

*See table below for examples of considerations and controls you may wish to implement:*

## **Policies and procedures**

- Create clear policies that identify how the affiliated institution will operate under new Covid-19 restrictions.
- Review existing policies and ensure amended policies are based on what is working.
- Ensure amended policies are tested before finalising.

## **Communicate**

- Communicate your plan clearly and on multiple channels, provide updates as necessary, seek feedback, listen and respond.
- Emphasise the importance of the actions you are taking and the impact you know it will have on members, staff and volunteers.
- Use signage to provide a briefing as people arrive at the affiliated institution as well as around the club and the club grounds.
- Consider the need for a 'Covid-19' statement that encourages people to stay safe, recognise the risks, and asks people to follow the affiliated institution's new policies or procedures.
- Let members, volunteers and staff know how the affiliated institution will handle situations when rules and guidelines are not followed.

## **Review**

- Ensure that all policies are reviewed regularly (and least weekly) and particularly in light of changes to government guidance, lessons learned and any other examples of best practice elsewhere.

The table that follows outlines the areas of affiliated institution activity or facilities that may need consideration and some of the options and controls for affiliated institution.

# Considerations and Controls

# COVID-19 Guidelines

Areas	Controls
<b>General</b>	<ul style="list-style-type: none"> <li>• Facilitate and encourage social distancing at all times – don't require anything that breaks this guidance.</li> <li>• Encourage everyone to be conservative and considerate in their actions around the Affiliated Institution.</li> <li>• Inform and train volunteers and staff on Covid-19, the symptoms, how it spreads and what people can do to stay safe.</li> <li>• Encourage members and participants to bring their own equipment (with reminders about requirements for both safety and hygiene).</li> <li>• Affiliated institution owned wet weather gear, wetsuits or personal flotation devices should be cleaned and dried before and after use <a href="#">Follow this external link for further advice</a></li> <li>• If you think any equipment has been exposed to virus, clean thoroughly and do not re-use for 72 hours<sup>1</sup></li> </ul>
<b>Reducing the risk of virus transmission</b>	<ul style="list-style-type: none"> <li>• Encourage anyone who is unwell with the symptoms of Covid-19 to avoid attending the affiliated institution.</li> <li>• Encourage anyone who has contact with a family or household member who is unwell with the symptoms of Covid-19 to avoid attending the affiliated institution for a minimum of 14 days.</li> <li>• Encourage everyone to:             <ul style="list-style-type: none"> <li>○ wash their hands after touching common surfaces – and always after coughing, sneezing and before and after arriving and leaving the affiliated institution</li> <li>○ use of Masks must be enforced in line with current government regulations and guidance</li> <li>○ to cover their mouth and nose when sneezing or coughing, and avoid touching their face, nose and eyes</li> <li>○ keep your distance and avoid being face to face with people outside your household</li> </ul> </li> <li>• Encourage people not to share water bottles or food, and discourage use of water fountains or shared filling stations.</li> <li>• Identify surfaces and shared equipment (including vessels) that are likely to be frequently touched and consider whether usage is appropriate.</li> <li>• Provide adequate facilities for members, volunteers and staff to wash or sanitise their hands.</li> </ul>

<sup>1</sup> The risk of infection following contamination decreases over time. It is not clear when there is no risk, but studies of other viruses in the same family suggest that in most instances, the risk is likely to be reduced significantly after 72 hours. Source: [World Health Organisation](#). Accessed June 2020.

# COVID-19 Guidelines

Areas	Controls
	<ul style="list-style-type: none"> <li>• Implement contactless payment and paperless ordering, membership onboarding processes, event registrations processes.</li> <li>• Review the location of these facilities in relation to the surfaces or equipment that is likely to be used or touched by different users.</li> <li>• Provide products for members, volunteers and staff to clean their work areas before and after use.</li> <li>• Review the cleaning schedule so that all common surfaces can be cleaned and disinfected before and after the affiliated institution is used.</li> <li>• If shared equipment can't be cleaned consider withholding for 72 hours.</li> <li>• Keep affiliated institution house and other areas (if open) well ventilated.</li> </ul>
<b>Facilities - including affiliated institution grounds, buildings, indoor facilities and changing rooms / toilets</b>	<ul style="list-style-type: none"> <li>• Liaise with other users of your site or facility to agree a common way of working to meet the government guidelines together.</li> <li>• Re-check latest Covid-19 Secure guidelines at least weekly.</li> <li>• Preview likely flow of people around the affiliated institution (indoor and outside) and identify where 2 metre distancing is not possible and come up with alternatives.</li> <li>• Decide on signage:             <ul style="list-style-type: none"> <li>• good social distancing practice - one way systems, 2 metre markings, entry and exit routes, closing off some areas</li> <li>• good hygiene practice</li> </ul> </li> <li>• Limit capacity to ensure social distancing can be maintained.</li> <li>• Limit access to changing rooms and toilets or restrict use of some facilities to ensure people can stay 2 metres apart.</li> <li>• Limit access to shared lockers, or have a cleaning schedule that is realistic for their use.</li> <li>• Increase ventilation wherever possible.</li> <li>• Close the affiliated institution house or parts of it where social distancing or cleanliness cannot be controlled.</li> </ul>
<b>Launching and mooring facilities, services and support</b>	<ul style="list-style-type: none"> <li>• Decide how social distancing can be maintained when loading / unloading, launching / recovering, and when waiting on pontoons or slipways.</li> <li>• Assess whether social distancing can be maintained in affiliated institution vessels or as they ferry people to and from moorings</li> <li>• Have a plan for maintenance and fuelling options of vessels and if used to ferry people to and from moorings.</li> </ul>

# COVID-19 Guidelines

Areas	Controls
	<ul style="list-style-type: none"> <li>• Identify the equipment needed for any vessel or crew involved in launching or mooring facilities / services, including: face coverings; additional lines; boarding ladder; grab holds.</li> <li>• Assess how to minimise the number of people needed to maintain services.</li> <li>• Re-design the launching or mooring service so it can be carried out by members of the same household.</li> </ul>
<b>Pontoons and slipways</b>	<ul style="list-style-type: none"> <li>• Review likely flow of people in rigging, launching and berthing areas.</li> <li>• Identify where 2 metre distancing is not possible.</li> <li>• Put in place signposting: one-way systems; 2 metre markings; entry and exit routes; closing off some areas.</li> <li>• Zone rigging, final preparation, launching and cleaning / rinsing areas.</li> <li>• Limit assistance with berthing, trolleys, launching / recovery to household groups.</li> </ul>
<b>Activities</b>	<ul style="list-style-type: none"> <li>• Review the range of activity (ashore and afloat) at the affiliated institution and whether it can fit with the current Government guidelines to decide which can proceed, and which need to remain on hold.</li> <li>• Map activities to the steps the Governments are considering: e.g. restarting school, expanding household groups or ‘bubbles’, opening some hospitality and leisure facilities.</li> <li>• Re-check the current advice of the emergency services and any local authorities / landlords responsible for the boating area.</li> <li>• When reviewing activities consider:             <ul style="list-style-type: none"> <li>○ the likelihood of contact between members of different households</li> <li>○ the needs of people who may have been asked to pay particular attention to social distancing</li> <li>○ the numbers of people likely to be involved</li> <li>○ to what extent the activity is outdoors or inside</li> <li>○ the amount of travel participants will have to undertake to get to the affiliated institution</li> <li>○ the extent to which shared equipment will be used</li> </ul> </li> <li>• If activities are re-designed check the new ways of working are realistic, safe, minimize impact on the emergency services, are considerate and conservative.</li> <li>• Schedule activities for groups at different times of the day or week and staggering the start and end times of activity.</li> </ul>

Areas	Controls
	<ul style="list-style-type: none"> <li>• Create a system so members can book time at the affiliated institution or on the water (like you would book a golf tee time).</li> <li>• Introduce or update sign out / sign in procedures.</li> <li>• Ask members to arrive dressed for the activity.</li> <li>• Put in place a communication system for all participants (return to shore, hailing support, dealing with incidents, end of session).</li> <li>• Explore alternative formats for activities that may make it easier to implement social distancing advice for staff, volunteers and participants.</li> <li>• Asses the level of support and supervision required for a considerate and conservative approach.</li> <li>• When racing is considered a viable activity, consider adapting Sailing Instructions to make applying social distancing advice easier – see guidance from SA Sailing Race Management Committee to be issued in due course.</li> <li>• When considering SA Sailing Recognised Training Centre activity review the Restarting SA Sailing Training guidelines document to be issued in due course.</li> </ul>
On the water safety	<p><b>Preparing safety boats</b></p> <ul style="list-style-type: none"> <li>• Review the access to safety boats and storage / mooring options.</li> <li>• Review maintenance and fueling options.</li> <li>• Identify the equipment needed to ease launch, recovery and rescue of people, including: face coverings; additional lines; kedge anchor; boarding ladder; heaving lines / throw bags; life buoys.</li> </ul> <p><b>Safety boat launch and recovery</b></p> <ul style="list-style-type: none"> <li>• Review current launch and recovery methods to minimise risk of transmission of virus (consider using winches /vehicles to reduce people involved, long lines with 2 metre marks).</li> <li>• Minimise number of households involved in launch and recovery.</li> </ul> <p><b>Safety boat crew</b></p> <ul style="list-style-type: none"> <li>• Assess your craft, location, and other safety boats afloat</li> <li>• Recruit safety cover from single households.</li> <li>• Recruit experienced crew who are operating well within their competence and capabilities.</li> <li>• Face coverings may protect others , ensure the use of these in line with government regulations – wash your hands before putting them on and taking them off.</li> </ul>

Areas	Controls
	<ul style="list-style-type: none"> <li>• Consider holding briefings online or via WhatsApp groups.</li> <li>• If required, hold briefings outside or in large, well ventilated areas with physical distancing guidelines in place.</li> <li>• Update safety crew on latest procedures and techniques.</li> <li>• Re-enforce briefings with key information online.</li> <li>• Debrief online or using social media.</li> </ul> <p><b>Safety boat techniques</b></p> <ul style="list-style-type: none"> <li>• Maintain hailing distance unless physical support is required.</li> <li>• Choose techniques in line with SA Sailing Safety Operators training that minimise physical contact – for example mast tip / use of centreboard, scoop method.</li> <li>• Where possible tow astern rather than alongside.</li> <li>• If recovering a person to a safety boat consider methods to minimise physical and face to face contact: grab handles; using the engine as a step, deflate the sponson (ribs only) or using a hypo hoist / jason’s cradle or ladder system.</li> </ul> <p><b>On the water participants</b></p> <ul style="list-style-type: none"> <li>• Be conservative – stay within the limits of your ability.</li> <li>• Factors to consider when deciding to go afloat include: forecast, temperature, wind speed, direction, sea state, tide, visibility, participants’ competence; safety crew competence; and types of craft involved.</li> <li>• Use righting lines, long painters and mast head floats.</li> <li>• Restrict your sailing area activities to make it easier for shore support and safety cover afloat.</li> <li>• Allocate different sailing areas to different activities to make it easier for shore support and safety cover.</li> <li>• If used, consider reducing maximum wind limits for different sailing areas.</li> <li>• Remind members about the importance of having a plan, letting someone know what you are doing, and being in communication – use <a href="#">NSRI SafeTrx</a>, mobile phones, UHF or VHF radios..</li> <li>• Sailors, coaches and instructors to stay in their own boats and maintain social distancing afloat</li> </ul>
<p><b>Bar and Catering</b></p>	<ul style="list-style-type: none"> <li>• Keep social distancing measures under review to assess when it is appropriate to open bar and catering facilities in line with regulations</li> <li>• Plan for how staff and volunteers can stay safe.</li> <li>• Brief and train staff and volunteers on how to stay safe.</li> </ul>

# COVID-19 Guidelines

Areas	Controls
	<ul style="list-style-type: none"><li>• Implement contactless payment and paperless ordering.</li><li>• Review likely flow of people around the bar, food serving and seating areas and identify where 2 metre distancing is not possible.</li><li>• Introduce signage: one-way systems, 2 metre markings, entry and exit routes, closing off some areas.</li><li>• Provide a take away only service.</li></ul>
<b>Responding to a potential Covid19 exposure at your affiliated institution</b>	<ul style="list-style-type: none"><li>• Follow public Government regulations and health advice – new phases may include advice about contact tracing.</li><li>• Make sure everyone’s contact numbers and emergency contact details are up to date. Encourage membership to update their SA Sailing profiles as a priority</li><li>• Anyone who displays or develops symptoms of Covid-19 should be sent home.</li></ul>

# Appendices

## Tool 1: Activities – Planning for the future

Use this matrix to record what is possible at your affiliated institution as social distancing measures change following your review. Add/remove activities / areas that are relevant for your affiliated institution.

COVID-19 Guidelines

Government	Level 5	Level 4	Level 3	Level 2	Level 1	No Restrictions
Risk Adjusted Strategy	High Virus spread and/or low health system readiness	Moderate to high virus spread with low to moderate readiness	Moderate virus spread with moderate readiness	Moderate virus spread with high readiness	Low virus spread with light readiness	Low to no virus spread with minimal readiness
Activity/Area	Lockdown	High restrictions	Moderate restrictions	Reduced restrictions	Minimum restrictions	No restrictions
Limited opening for members	X	Maintain & Security of Vessels				
Restricted sailing	eSailing	eSailing				
General Sailing	X	X				
Simple racing	X	X				
Club racing	X	X				
Formal training	X	X				
Club house fully open	X	X				
Resturant/Galley Services	X	X				
Bar Services	X	X				
Indoor Sessions/event	X	X				
Open events	X	X				
Larger Provincial and National Events	X	X				
Dates	21 March 2020	1 May 2020	1 June 2020			

## Tool 2: Clarifying controls Risk Assessment

Use this tool whilst reviewing the considerations and controls within the table to list the likely controls required within each phase of the roadmap

Area	Controls currently in place	Extra Controls Required	Review point
General	e.g. Club house closed, staff training, member communication	e.g. extra signage, policies & procedures	e.g. 15/05/20
Reducing the risk of the virus			
Facilities			
Launching and mooring			
Pontoon and slipway			
Activities			
On the water safety			
Bar and catering			
Responding to a potential Covid-19 exposure at your club			
(insert area relevant to club)			
(insert area relevant to club)			
(insert area relevant to club)			

Tool 3: Covid-19 Secure Affiliated Institution Opening check-list

Action	Check	Date	Comment
Are you aware of all relevant, current Government guidance, statutory requirements and checked with your insurers?			
Are you confident you can offer an appropriately 'Covid secure' environment for your members?			
Have you carried out a satisfactory risk assessment for any proposed activities?			
Do you have a pre screening and temperature checks in place in line with all requirements laid out for all persons visiting your site?			
Will you complete the required disinfection and cleaning of sporting venue as required by the regulations?			
Have you taken appropriate steps to mitigate against the risk of infection amongst staff, volunteers and members?			
Have you taken into account to ensure all control measures are in place and will be adhered to at all times?			
Have you taken appropriate actions to mitigate against the risk of requiring the emergency services?			

<p>Have you effectively communicated any new operating procedures with your members, staff and volunteers?</p>			
<p>How will you manage a contact or suspected contact with Covid-19?</p>			
<p>How will you handle situations where club rules and guidance in relation to Covid -19 are not followed?</p>			
<p>Do you have a plan to review all of the above weekly?</p>			

\_\_\_\_\_  
Signature - Affiliated Institution Commodore/Chairman

  
\_\_\_\_\_  
Signature - Covid Compliance Officer

*14 July 2020*



## Tool 4: Covid-19 Secure Affiliated Institution Opening Declaration to SA Sailing

<b>Affiliated Institution Name:</b>	
<b>Region:</b>	
<b>Physical Address:</b>	
<b>Name of Affiliated Institution Commodore/Chairman:</b>	
<b>Contact Number:</b>	
<b>Name of COVID-19 Compliance Officer:</b>	
<b>Contact Number:</b>	
<b>Do you have a Club house</b>	
<b>Are your facilities open daily</b>	
<b>Do you have public boat parks and or moorings?</b>	
<b>Do you have shared equipment facilities?</b>	
<b>Number of Individuals/Members that would normally use the facility on any given day?</b>	
<b>Does the affiliated institution usually have club racing?</b>	
<b>Average attendance at club racing?</b>	
<b>Do you have staff members on site?</b>	
<b>Are any of the staff, officials, Coaches, volunteers or members above age 60?</b>	
<b>Do the staff, officials, Coaches, volunteers or members use public transport?</b>	
<b>Would the club be able to screen every individual who uses the facilities?</b>	
<b>Is the club able to safely man race support with volunteers under 60?</b>	

### Terms and Conditions:

1. The COVID-19 Compliance Officer agrees to being added to the 'admin-only' WhatsApp group for direct communication and easier line of contact with SA Sailing the National Federation responsible for sailing.
2. The COVID-19 Compliance Officer and Affiliated Institution Commodore agree to abide by and implement the guidelines and safety requirements as well as all National Government Regulations during this Level 5,4,3,2,1 approach to fighting the pandemic.
3. The above information is accurate and a true reflection of the affiliated institution.

\_\_\_\_\_  
Signature - Affiliated Institution Commodore/Chairman

\_\_\_\_\_  
Signature - Covid Compliance Officer