



# WAYZATA YACHT CLUB

## COVID-19 Preparedness Plan

### I. Introduction

Wayzata Yacht Club (“WYC”) is committed to providing a safe and healthy workplace for all our employees and members. To ensure we have as safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. The Board of Directors (“BOD”), employees, members, vendors, and volunteers are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our club and within our membership. That requires full cooperation of everyone connected to WYC. Only through this cooperative effort can we establish and maintain the safety and health of our employees, volunteers, members, guests and the workplace overall.

The Flag Officers, BOD, members, and employees are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. WYC members, volunteers, and employees have our full support in enforcing the provisions of this policy.

Our members, volunteers, and employees, and guests are all important assets. We are serious about safety and health and keeping our every individual who comes to WYC. Stakeholder involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our members, volunteers, and employees in this process by frequent communication and solicitation of input. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-74, and addresses:

- Expectations for members and guests;
- Crew size limits;
- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- cleaning, disinfecting, decontamination and ventilation;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to Members, volunteers, and employees;
- and oversight necessary to ensure effective implementation of the plan.



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## II. Expectations for Members and Guests

While on all WYC Property all members and guests are required to adhere to the following set of rules (“COVID Plan Rules”) that are set out in this document. Violation of the COVID Plan Rules may result in discipline including even suspension or revocation of your membership.

### A. On WYC Property

- 1) Have a Face Covering. You must have a face covering with you at all times. You will be asked to leave WYC Property until you and any of your guests have a face covering.
- 2) Wear a Face Covering. You must wear a face covering when you are on WYC property, including the docks, clubhouse grounds, and parking lots when encountering others. The face covering is to protect other people from you, not protect you from other people. This is the recommended safe practice. If someone requests you to put your face covering on, to remain physically distanced, or both, please do so and be respectful. Please remind others of the physical distancing requirements.
- 3) Gatherings Not Permitted. Gathering before or after sailing activities is not permitted.
- 4) Going to and from your Boat. Members are required to:
  - a) Go directly from parking lot to your boats;
  - b) Rig on the way to the race course as much as practicable, so as to minimize gathering on the dock and at your boat;
  - c) De-rig as much as practicable on the way back from racing; and
  - d) Leave the property directly after de-rigging your boat.
- 5) Your Crew. The individuals with whom you are racing (meaning on the same boat as you) are considered your “Crew”, WYC acknowledges that while conducting Racing Related Activities (defined only as rigging, sailing, and derigging your boat) physical distancing may not always be possible. Your Crew is your “Pod” under the MDH Guidelines.
- 6) In the event of Illness. If you or anyone in your Crew (or family) is ill: (a) stay at home and do not come to any WYC facility; (b) leave the WYC properties immediately, without interacting with anyone else; (c) inform WYC either by email at [vice.commodore@wyc.org](mailto:vice.commodore@wyc.org) or by calling Thorn Turner at 612.743.4929 that they are displaying symptoms (including describing the symptoms they are experiencing; (d) in the event they are tested for COVID-19 to inform WYC of the results as set forth above.



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## B. While Group or Individual Racing

- 1) Your Decision to Sail. Sailing is at the discretion of each individual. Participation and responsibility of safety is up to each participant.
- 2) WYC to Enforce the Rules. The WYC staff have the authority to enforce this Plan, any other COVID-19 related protocols, the Racing Rules of Sailing, the WYC Sailing Instructions and any NOR, and may exercise this authority as necessary, in its sole discretion.
- 3) WAIVER. – before participating in any racing event, each sailor **must** complete and sign the waiver that will be posted at WYC.org. Failure to do so may result in revocation of membership, and the boat they are sailing on will not be scored.
- 4) CREW ROSTER. Boat owners must register the names, addresses, email addresses, and phone numbers of their crew. This will be used by the Minnesota Department of Health for contact tracing purposes in the event of exposure or an outbreak linked to WYC. A form will be available at WYC.org. Failure to submit a Crew Roster will eliminate that boat from being scored for the race series in addition to any other consequences permitted under this Plan.
- 5) DAILY CHECK-IN. All members and crew must register their presence at the club each day by scanning the QR code poster and submitting their name, phone number, and sail number of the boat they are sailing on. By submitting the form, they accept the terms of the waiver. In the event that the QR code check-in system is down or not working for any individual (or if the boat is not sailed from WYC), then each sailor on the boat shall fill out manually the daily check-in form waiver forms which are to be kept on each boat in sufficient number, and the skipper of each boat shall then email WYC at vice.commodore@wyc.org certifying the Crew Roster for that day and confirm that each member has signed the waiver. Manually signed waivers will be turned into WYC at the drop box after racing is completed for that day.
- 6) If Sick or Exposed to Illness. Do not approach or board a sailboat if you have a fever, especially one over 100.4, are feeling any illness symptom of any kind, or, in the last 14 days you have had contact with any person known or suspected to be infected with COVID-19. If you become ill or exhibit symptoms which may be related to COVID-19, then (a) stay at home and do not come to any WYC facility; (b) leave the WYC properties immediately, without interacting with anyone else, (c) inform WYC either by email at vice.commodore@wyc.org or by calling Thorn Turner at 612.743.4929 that they are displaying symptoms (including describing the symptoms they are experiencing); and (d) in the event they are tested for COVID-19 to inform WYC of the results as set forth above.
- 7) Boat Separation. WYC strongly recommends that boats maintain 6-feet of physical distance from other boats at all times on the water.
- 8) Physical Distancing. It is strongly recommended that your Crew should keep as much physical distance as is safely possible between individuals and similarly remain “contactless”.
- 9) Sanitization. If you have individuals from more than one household in your Crew or on your boat, consider sanitizing your boat afterwards, including lines; it is strongly recommended to sanitize the boat lift wheel and other commonly touched areas around your boat.



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- 10) Do Not Share. Do not share any drink or food with another person; do not share a life jacket, gloves, or other personal gear.
- 11) Fleet Start Schedule. Fleets will be staggered with different start times, so as to minimize the number of people at WYC and follow CDC and MN Dept. of Health guidelines.
- 12) Also Follow State and Federal Guidelines. Sailors must continue to follow state and local sporting guidelines in addition to (and not in lieu of) this Plan, the WYC Sailing Instructions, and CDC Rules.

### III. Crew Size Limits

In order to facilitate crew members from different households to sail together, helping to mitigate the spread of COVID-19, WYC will restrict the number of crew per boat based on overall length. It is strongly recommended that the size of the Crew be limited to the number needed to safely operate the sailboat under the weather conditions, regardless of the limits placed on boats below. Additionally, in the circumstances noted below crew will be required to wear a face covering while sailing.

- A. 24-feet or less (Example Ensign, J/70, J24, J/22, Sonar) – any of the following combinations are allowed. Maintain physical distancing when practicable.
  - 1) Unlimited number of crew if all sailors, including skipper) are from the same household members, face coverings **recommended**.
  - 2) Maximum 3 Crew (including skipper) if two sailors are from the same household and the third is from a different household, face coverings **strongly recommended**
  - 3) Maximum 3 Crew (including skipper) if each sailor is from a different household, face coverings **required**.
- B. Over 24-feet (example: Capri 25 and S2 7.9) – any of the following combinations are allowed. Maintain physical distancing when practicable.
  - 1) Unlimited number of crew if all sailors, including skipper) are from the same household members, face coverings **recommended**.
  - 2) If a boat is sailing with three total sailors, with two sailors from the same household and one sailor from a different household then face coverings are **strongly recommended**.
  - 3) If a boat is sailing with four total sailors, with two sailors from the same household and two other sailors from different households, then face coverings are **required**.
  - 4) If a boat is sailing with four total sailors, with three sailors from the same household and one other sailor from different household, then face coverings are **required**.
  - 5) If a boat is sailing with four total sailors, each of whom is from a different household then face coverings are **required**.

Nothing in this section pertaining to face coverings, or anywhere in this Plan, prohibits individuals from taking medicine, drinking to stay hydrated, or eating while participating in Racing Related Activities.



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## IV. Screening and policies for people exhibiting signs and symptoms of COVID-19

Members, volunteers, and employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. Specifically; fever of more than 100.4F, shortness of breath, muscle aches, or a new cough. Anyone displaying any of the signs and symptoms is REQUIRED to: (1) stay away from the WYC facility, (2). leave the WYC properties immediately, without interacting with anyone else, (3) inform WYC either by email at [vice.commodore@wyc.org](mailto:vice.commodore@wyc.org) or by calling Thorn Turner at 612.743.4929 that they are displaying symptoms (including describing the symptoms they are experiencing); and (4) in the event they are tested for COVID-19 to inform WYC of the results as set forth above.

## V. Handwashing

Infection prevention measures are being implemented at our workplaces at all times. In the current operating mode, most interactions between individuals will occur: (1) outside, (2) on or around the docks, (3) in the vicinity of the crane or the gin-pole, and (4) the bathrooms within the club building. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. Members, guests, and volunteers are only able to enter the club building to use the bathrooms. Hand-sanitizer dispensers (that use sanitizers of greater than 70% alcohol) are available at the club building, the crane, and gin pole during assisted launch. Members using the crane and gin- pole not during assisted launch are instructed to provide their own.

## VI. Respiratory etiquette: Cover your cough or sneeze

Members, guests, volunteers, and employees are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Employees will be trained on respiratory etiquette and members, volunteers, and employees reminded with signage and cues from the Board of Directors.

## VII. Physical Distancing while on WYC Property

With the exception of while on docks and while conducting Racing Related Activities, physical distancing of six feet is **required** while on WYC property between employees, guests, and members who are of more than one household. Additionally, the following rules shall apply:

- A. Club building is closed except the bathrooms – occupancy restricted to three
- B. Patio area configured with tables spaced more than 10-feet apart and seating limited
- C. Grills and food service are unavailable
- D. Ice supply via the ice chest is suspended



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## VIII. Use of the Crane and Gin Pole

Permitted with the following requirements:

- A. Assisted Launch
  - 1) Make ready at the east end of the lot – only two boats in the lot at one time
  - 2) Move to crane when open
  - 3) Hook-up straps
  - 4) Maintain distance from any employees or volunteers of WYC as they launch your boat
  - 5) Unhook and sanitize the strap rings
  - 6) Move to Gin Pole. Make ready. Hook up the mast
  - 7) Maintain distance from club employees or volunteers as they raise/lower your mast
  - 8) Step your mast
  - 9) Move to your slip
  
- B. Unassisted Launch:
  - 1) Make ready at the east end of the lot - only two boats in the lot at one time
  - 2) Move to crane when open
  - 3) Sanitize the hook, strap rings, and crane controls for your protection.
  - 4) Hook up the straps, launch your boat, unhook the straps
  - 5) Sanitize the hook, strap rings, and crane controls for the next person
  - 6) Move to Gin Pole
  - 7) Make ready
  - 8) Sanitize the crank and hook for your protection
  - 9) Hook up the mast
  - 10) Sanitize the crank and hook for the next person
  - 11) Step your mast
  - 12) Move to your slip

## IX. Cleaning, disinfection, and ventilation

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment. Specifically, the crane controls, strap rings, crane hook, gin-pole crank, and gin-pole hook need to be sanitized by the users before and after each use. Additionally, common touchpoints on the committee boats will be cleaned by the users before and after each use.

Appropriate and effective cleaning and disinfectant supplies are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product. Additionally, members are instructed to provide their own supplies when self-launching.



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According to the CDC, the best cleaning and disinfectant for hands and boats is soap and water. A biodegradable soap should be used to protect the aquatic environment. Hand sanitizers with 70% alcohol are effective a half minute after they are applied. Household sanitizers with hydrogen peroxide are effective after a 10 to 20-minute wait for them to completely do their job.

Clorox bleach or household products containing quaternary ammonium (quats) products are not to be used because they are harmful to the aquatic environment.

## **X. Communications and training**

This COVID-19 Preparedness Plan is posted on the COVID-19 page of WYC.org, and necessary training was provided. Additional communication and training will be ongoing via personal interaction.

Instructions will continue to be communicated to members about: how assisted and non-assisted boat launch will be conducted to ensure social distancing between members, volunteers, and employees; required hygiene practices; and recommendations that members, volunteers, and employees use face masks. Members, volunteers, and employees will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. The Flag Officers will monitor how effective the program has been implemented during their regular monthly communications. Members, volunteers, and employees are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by the WYC Flag Officers and was posted throughout the workplace. It will be updated as necessary.

Certified by:

**Andy Spence-Parsons | Commodore and COVID-19 Plan Administrator**