

Seattle Yacht Club Summer Program COVID-19 Safety Plan

Overview

The Seattle Yacht Club has a general obligation to keep a safe and healthy facility in accordance with state and federal law and safety and health rules for a variety of workplace hazards, including COVID-19. The policies and operational practices defined in this document apply specifically to the Summer Program and are in place to prevent transmission of COVID-19 using a multi-layer strategy.

As of May 13, King County is in Phase 3 of the *Healthy WA: Roadmap to Recovery* plan, with the projection that the County will be restriction-free by June 30. This document will be reviewed and updated frequently throughout Summer Program operations. A print form of this document is available in print at the Seattle Yacht Club Sailing Office and Junior Room.

Definitions

The Summer Program includes Sailing School, Adult Lessons, and Green Fleet.

Instructor refers to Lead Instructor, Instructor, and Green Fleet coach staff, and Junior Instructor volunteers, unless otherwise specified. Instructors are responsible for ensuring policies and practices in this COVID-19 Safety Plan is carried out correctly and consistently throughout programming. Failure to adequately follow or enforce COVID-19 rules may lead to Instructor employment/volunteer termination or program cancellation.

Participant includes youth and adult participants in the Summer Program.

Case is a person who is suspected of having COVID-19 due to lab results, or signs and symptoms of disease.

Close Contact is someone who spends 15 minutes or more within six feet of a person with COVID-19 over a period of 24 hours

Summer Program COVID-19 Supervisors / Sailing Office Staff

Primary

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Informative Links

- [Ways COVID Spreads](#)
- [COVID-19 Symptoms](#)
- [COVID Vaccine Eligibility and Vaccine Locator](#)
- [Guidance for Fully Vaccinated People](#)
- [When to Quarantine](#)

- [Where to Get Tested – King County](#)

Health & Safety Policies to Reduce COVID-19 Transmission

- **COVID Screening Policy.** All Instructors and Participants (with assistance from parent/guardian as needed) must self-monitor for COVID symptoms daily, beginning two weeks prior to their first day of work (including Orientation) or participation. Any unvaccinated person exhibiting COVID symptoms or having been in close contact with a Case within the 14 days prior to attending the Summer Program may not come to work or participate until the quarantine period is complete.
- **Physical Distance Policy.** Instructors and Participants must maintain at least 3 feet of physical separation from others in their Class and 6 feet of physical separation from other Classes. Physical distancing should be abandoned in the event of an on-water emergency or evacuation.
- **Face Mask Policy.** Everyone must wear a face mask on land. Participants must NOT wear face masks while sailing. Instructors may use their face mask at their own discretion on the water. Instructors may bring their own cloth face covering that they must wash daily, or they may use a cloth face covering provided by SYC. It is recommended that all Instructors and Participants bring more than one face mask to Sailing School each day. Signs will be posted at Sailing School entrance and check-in to remind everyone that they must wear cloth face mask.
- **Personal Hygiene Policy.** All Instructors and Participants are highly encouraged to follow these personal hygiene practices:
 - o Handwashing for 20 seconds (preferable) or hand sanitizing frequently.
 - o Cover mouth and nose with tissue or into elbow when sneezing, discard tissue in trash immediately, and wash hands for 20 seconds or use hand sanitizer. Extra hand sanitizing and handwashing stations are placed around the Sailing School area.
 - o Hand washing for 20 seconds or hand sanitizing must take place when Instructors report for work and Participants check in.
 - o Avoid touching eyes, nose, and mouth with unwashed hands.
 - o Personal items including sunscreen, food, water bottles, etc. must not be shared.
- **Cleaning Schedule Policy.** The club maintenance has a frequent cleaning schedule for the Junior Room and bathroom area. In addition, Instructors are responsible for the following cleaning schedule:
 - o All coach boats and sailboats washed 2-5 days per week.
 - o Teaching supplies (white boards, pens, teaching tool props, radio, etc.) wiped down after use. Wipes must be left locked in Junior Room so that youth Participants do not have access to them.

Operational Practices to Reduce COVID-19 Transmission

- **COVID-19 Vaccines.** Instructors and Participants are encouraged to get a COVID-19 vaccine when they become eligible.
- **Instructor Orientation.** All Instructors must attend Instructor Orientation prior to doing any sailing instruction. Topics covered include standard Sailing School health and safety plus the policies and practices in this document.
- **Instructor Safety Briefing.** There will be a safety briefing held each Monday before classes for all Instructors working at Sailing School that week. Primary topic covered is review of key COVID-19 Safety Plan policies and other safety topics. Additional safety briefings may be added later in the week for Sailing School or other Summer Programs, as needed.

- **Class.** This applies to Sailing School specifically, which will return to the traditional 4 class programming running Monday – Friday, 9 am – 4 pm. Each of the 4 classes will operate independently so that if there is a Case, transmission will be reduced. Classes will never congregate at any point for all-program events or lunch.
- **Class Congregation Areas.** Each Class will have a designated outdoor Congregation Area where chalk talks, land drills, and lunch for that Class will take place. All activities will take place outdoors as much as possible.
- **Waiver & Policy Agreement.** Each Participant or Participant guardian (if participant under 18) must sign the Summer Program Waiver and Release of Liability (see Attachment B) prior to program participation.
- **Class Lunch.** Classes must not intermingle during lunch. All Participants and Instructors must sit 6 feet apart while eating lunch or snacks. Games or activities may take place within classes during the lunch break.
- **Safety Concern Reporting.** Instructors must immediately notify Sailing Office/Summer Program COVID-19 Supervisors if they believe the work environment is unsafe to work due to the risk of COVID-19. Reported program gaps will be addressed immediately.

Facility & Equipment Preparation Prior to Program Opening

- Maintenance staff cleans bathrooms and Junior Room surfaces.
- 2 portable handwashing stations will be near check-in.
- Tissues and trash cans available throughout program area.
- Cleaning supplies available to instructors.
- *This Summer Program COVID-19 Safety Plan* printed and placed in Sailing Office, and in Junior Room.

Program Communication

Electronic communication to Instructors and participant parents, as follows:

- Instructors:
 - o Prior to first day of work, instructors will get reminder to self-monitor for COVID symptoms. Email will include copy of version of this document.
- Parents of Participants/Adult Participants:
 - o 1 Week prior to Summer Program attendance: Summary of key policies, request to prepare children for policies, check-in/-out process, monitor symptoms for days leading up to program start. Waiver sent electronically.

COVID-19 Exposure Response Plan

In the event an Instructor or Participant who has been in close contact with other unvaccinated Instructors or Participants begins to display COVID symptoms, the following actions will be taken.

- Case will be physically isolated to a designated area. If the Case can drive, they will be sent home and will be allowed to return following the CDC's quarantine guidelines. For a youth Participant Case, the parent will be called immediately and asked to pick up their child. COVID Safety Supervisor will request that possible Case gets tested for COVID to confirm if others may have been exposed to COVID.
- Cleaning and disinfecting will take place in class area and equipment Case touched.

- If it is determined that unvaccinated Instructors or Participants were in Close Contact with a confirmed COVID Case, the Class Participants will be notified, and the Class may be cancelled for the remainder of the week.
- An Incident Report Form will be filled out. See Attachment B.
- If multiple individuals begin to exhibit COVID symptoms, the Summer Program may be temporarily cancelled until it is determined safe to reopen.
- Case name will not be shared in any verbal or written communications to Instructors, Participants, or parents.

Attachments

- Attachment A: Incident Report Form
- Attachment B: Summer Program Waiver and Release of Liability

Resources

1. Healthy Washington: Roadmap to Recovery.
https://www.governor.wa.gov/sites/default/files/HealthyWashington.pdf?utm_medium=email&utm_source=govdelivery. Accessed May 19, 2021.
2. Guidance for Operating Youth and Summer Camps. <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>. Accessed May 19, 2021 and June 4, 2021.
3. Guidance for Operating Youth and Summer Camps: Readiness and Planning Tool.
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/camp-planning-tool.pdf>. Accessed May 19, 2021.
4. Updated COVID-19 Facial Covering Guidance for Employers and Businesses.
<https://www.governor.wa.gov/sites/default/files/COVID19%20Facial%20Coverings%20Guidance.pdf>. Accessed June 4, 2021.



Incident Report Form

Date of incident: _____ Time: _____AM/PM

Name of injured person: _____

Address: _____

Phone Number(s): _____

Date of birth: _____ Male _____ Female _____

Who was injured person?(circle one) Member Guest Employee

Type of injury: _____

Details of incident: _____

Injury requires physician/hospital visit? Yes ___ No ___

Name of physician/hospital: _____

Address: _____

Physician/hospital phone number: _____

Signature of injured party _____

Date

Sign below if no medical attention was desired and/or required:

Signature of injured party

Date

Return this form to Sailing Office within 24 hours of incident.

**SEATTLE YACHT CLUB
SAILING PROGRAM WAIVER AND RELEASE OF LIABILITY**

For and in consideration of Seattle Yacht Club (the "Organization") allowing me, the undersigned, to participate in any capacity in an Organization sanctioned, licensed, or approved event or activity ("Event" or "Events"); I, for myself, and on behalf of my spouse, children, heirs and next of kin, and any legal and personal representatives, executors, administrators, successors, and assigns, hereby agree to and make the following contractual representations pursuant to this Agreement (the "Agreement"):

A. RULES AND REGULATIONS: I hereby agree to abide by the rules, regulations, and policies of the Organization, including any and all COVID-19 related safety measures required by the Organization.

B. ACKNOWLEDGMENT OF RISK: I knowingly, willingly, and voluntarily acknowledge the inherent risks associated with the sport of sailing, and that participation in any Organization involves risks and dangers including, without limitation, the potential for serious bodily injury (including broken bones, head or neck injuries), sickness and disease (including communicable diseases such as COVID-19), trauma, pain & suffering, permanent disability, paralysis and death; loss of or damage to personal property; exposure to extreme conditions and circumstances; accidents involving other participants, event staff, volunteers or spectators; contact or collision with other participants or natural or manmade objects; adverse weather conditions; facilities issues and premises conditions; failure of protective equipment; inadequate safety measures; participants of varying skill levels; situations beyond the immediate control of the Event organizers and competition management; and other undefined, not readily foreseeable and presently unknown risks and dangers ("Risks").

C. ASSUMPTION OF RISK: I understand that the aforementioned Risks may be caused in whole or in part or result directly or indirectly from the negligence of my own actions or inactions, the actions or inactions of others participating in the Events, or the negligent acts or omissions of the Released Parties defined below, and I hereby voluntarily and knowingly assume all such Risks and responsibility for any damages, liabilities, losses, or expenses that I incur as a result of my participation in any Events. I also agree to be responsible for any injury or damage caused by me or any agents under my direction and control at any Event.

D. RELEASE AND INDEMNITY: In consideration of my participation in any Event, I hereby release from liability and waive any claims against the owner or organizer of the Event, its licensees, competition managers, promoters, sponsors, advertisers, beneficiaries, venue providers, and supporting organizations, together with the officers, directors, employees, volunteers and contractors of them (the "Released Parties" or "Event Organizers"), with respect to any liability, claim(s), demand(s), cause(s) of action, damage(s), loss, or expense (including court costs and reasonable attorney fees) of any kind or nature ("Liability") which may arise out of, result from, or relate in any way to my participation in the Events, including claims for Liability caused in whole or in part by the negligent acts or omissions of the Released Parties. Further, I agree to indemnify, defend, and hold harmless the Released Parties and Event Organizers against and from any and all Liability imposed on, incurred by, or asserted against any Released Party or Event Organizer resulting from, arising out of, in connection with, or relating to my breach of this Agreement.

E. COMPLETE AGREEMENT AND SEVERABILITY CLAUSE: This Agreement represents the complete understanding between the parties regarding these issues and no oral representations, statements or inducements have been made apart from this Agreement. If any provision of this Agreement is held to be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this Agreement and shall not affect the validity and enforceability of any remaining provisions.

I HAVE CAREFULLY READ THIS DOCUMENT IN ITS ENTIRETY, UNDERSTAND ALL OF ITS TERMS AND CONDITIONS, AND KNOW IT CONTAINS AN ASSUMPTION OF RISK, RELEASE, WAIVER FROM LIABILITY, AND INDEMNIFICATION.

By signing below, I (as the participant or as the Parent/Legal Guardian of the minor identified below) hereby accept and agree to the terms and conditions of this Agreement in connection with my (or the minor's) participation in any Event.

Participant Signature: _____ Printed Name: _____ Date: _____

Parent/Legal Guardian Signature (required if participant is under the age of 18): _____

Parent/Legal Guardian Printed Name: _____ Date: _____