

SYC Youth Sailing Program Rules and Procedures

Distributed to all Participants and Sailing Employees

The following rules, protocols and procedures relate to the current COVID-19 health emergency , and is the SYC Youth Program's operational requirements document, shared with all participants. All program participants and employees must follow the rules and procedures set forth herein, as well as all on-site signage. Failure to do so poses an increased health risk, and will result in immediate disciplinary action up to dismissal from the Program. Please follow the directions of all SYC employees and volunteers at all times. Additional information is available in SYC Youth Sailing's Site-Specific Protection Plan, as required by Marin County Health Order.

Participant/Family

Requirements

- 1.) Review and sign "new" 2020 sailor waiver prior to or upon arrival on site.
- 2.) Have access to the SYC Youth Sailing Site-Specific Protection Plan (posted on site and online).
- 3.) Evaluate participant's health status daily prior to arrival at SYC, along CDC guidelines: fever, cough, shortness of breath. Notify SYC of any COVID-19 positive tests in your household immediately, and do not come to the Program.
- 4.) All participants must have face coverings with them from home including those under the age of 12, and will be required to wear them on land...
...except under specific circumstances outlined below.
- 5.) Food must be packed from home. No food will be available at SYC. One-time-use-plastic bottled water will be available as needed, but participants are encouraged to bring their own water in a quantity suitable for the whole class to reduce the need to distribute water.
- 6.) The 3-week Sessions are a legally required minimum length. Participants may not join a session late. If you drop out early you cannot return to the class. We are required to register all participants for a minimum 3-week Session and remind them of these requirements.

Special Participant Procedures and

Protocols

- 1.) Follow check-in procedure:
 - Arrive and pick up in your scheduled time window. (If you arrive outside your window, you may be asked to park and stay in your vehicle until summoned by a staff member.)
 - Drop off participants at "Drop Zone", either dressed to sail or with the ability to change outdoors. Driver stays in vehicle.
 - Have temperature taken by parent, and have parent/guardian verify participant is non-symptomatic that morning.
 - Proceed to the hand washing station.
 - Proceed directly to class "Meeting Place."

- 2.) Participants must remain in their assigned class group of 12 or fewer participants, with their assigned instructor(s) at all times.
- 3.) ALL participants are required to wear face coverings at all times while on land or when an instructor approaches their sailboat. Remove and handle them following CDC guidance.
- 4.) Bathroom break times will be scheduled, and as needed.

Employee Requirements

- 1.) Possess and review a copy of the SYC Youth Sailing Site-Specific Protection Plan, and receive the training outlined therein.
- 2.) Take a temperature reading before starting work each day.
- 3.) Maintain assigned VHF radio and ensure fully charged upon arrival each morning. No sharing or borrowing VHF's or any other equipment.
- 4.) Bring your own food and water supplies.
- 5.) Do not come to work if feeling any symptoms as outlined by the CDC: fever, cough, shortness of breath.

Employee Procedures and Protocols

- 1.) Have temperature taken at beginning of shift by manager, and verify they are non-symptomatic that morning. Report any update in symptoms immediately.
- 2.) Wear provided, or approved alternate, face covering at all times when on site and on the water. Wash hands often, especially after rigging boats and touching other people.
- 3.) Whiteboards and pens will be provided in each class "Meeting Place." Equipment will be sanitized each evening and must not be shared or borrowed between classes/groups.
- 4.) Sailboats and their associated parts and equipment are assigned to participants, to be used for the duration of the session with no trading. Report broken parts immediately.
- 5.) Move groups of boats together to their assigned docking area at the assigned time.
- 6.) Instructor cleaning/sanitizing protocols:

Sailboats

- Rig all boats within group, in designated rigging zones at designated times. Same at end of day. Equipment for each group must be stored in its designated area and cannot be shared.
- Do not interact with or assist other groups, except in an emergency.
- Enhanced cleaning with soap and water of all surfaces of sailboats that were used, at the end of each day.

Powerboats

- Do not switch powerboats without management consultation and sanitizing procedure.

General

- Sanitize your assigned "Meeting Place" as needed, along trained

guidelines.

- Restrooms will be sanitized by Housekeeping staff after each use, but please help alert them and accompany participants to the restroom front door but stay outside.

COVID-19 Symptoms or Diagnosis Protocols

- Anyone (employee or participant) who begins showing symptoms must let their instructor or manager know and be moved to the designated "Separation Space" as soon as possible, and arrange to go home, with as few interactions with others as possible.
- A manager will assess the situation and, depending on the circumstances, will notify everyone in the associated Stable Group, and may cancel the remainder of that Group's session until adequate testing and tracing can be done, along Marin HHS guidelines.
- Additional cleaning will be done to all the equipment associated with that individual's Group as soon as recommended.
- If a COVID-19 positive diagnosis is received from anyone associated with the Program, additional closure and testing measures may be undertaken, based on County of Marin Public Health being notified of all positive COVID-19 cases and subsequently providing assistance in the assessment of potential exposures, and any recommended testing, quarantine, or isolation instructions. Based on this assessment Group or other closures and/or cancellations may be warranted.
- Tuition refunds for any participant affected by any closures will be assessed on a case-by-case basis under the circumstances, with the understanding that refunds may be appropriate for services cut short or cancelled.