

**All those intending to Board Boleh must read the Procedures set out below and sign the declaration at the end.**

## **BOLEH STANDARD OPERATING PROCEDURES – COVID-19 PROVISIONS – V8B 11 June 2021**

### **1.00 INTRODUCTION**

- 1.01 This SOP sets out The Boleh Trust's policy to comply with the published guidance from HM Government, RYA, ASTO and other relevant sources on the precautions to be taken in response to the Covid 19 pandemic.
- 1.02 This SOP applies to all sailing and non-sailing, adult, child or minor activities on Boleh (including work activities onboard in a marina and lone-working) in addition to the provisions of the normal SOP as listed at 3.01 below.
- 1.03 All Skippers, Mates and others working with the Trust are required to read and confirm that they understand and will comply these procedures and have seen and understood the Boleh Trust Covid-19 Risk Assessment matrix. Before each onboard activity each crew member will sign a declaration of non-infection, non-exposure and non-vulnerability, vaccination and where instructed a negative LFT result in respect of Covid-19 and will also sign to confirm that these Standard Operating Procedure (SOP's) have been understood and will be complied with.
- 1.04 All guests and visitors must sign a declaration of non-infection, non-exposure and non-vulnerability, vaccination and where instructed a negative LFT result in respect of Covid-19 and will also sign to confirm that these Standard Operating Procedure (SOP's) have been seen, understood and will be complied with.
- 1.05 All persons who have need to go on board Boleh either alone or with others for any non-sailing purposes, for example maintenance or inspection, are also required to sign the declaration as in 1.03 above.

### **2.00 PURPOSE.**

- 2.01 The purpose of these SOP's is to reduce the risk of a Covid 19 infected person being on board Boleh and to reduce the probability of a person on board Boleh either contracting Covid 19, passing it to another person on board or taking it ashore thereby posing a risk to members of their household or the public.

### **3.00 STATUS.**

- 3.01 This Covid SOP is in addition to the full Standard Operating Procedures V3.0 (4) April 2021 which remain fully in effect.

#### **4.00 RESPONSIBLE PERSON and TRUST REPRESENTATIVE**

- 4.01 For sailing activities the responsible person is the skipper. The skipper may delegate certain aspects of compliance with these SOP's to a crew member but the skipper remains responsible for their implementation.
- 4.02 All actions and decisions in relation to Covid 19 must be entered in the ship's log. For non-sailing activities the trustee who has requested those activities is responsible for ensuring that the individual is both aware of these SOP's and undertakes to comply with them.
- 4.03 The Trust's representative is Henry Middleton ([hkwmiddleton@btinternet.com](mailto:hkwmiddleton@btinternet.com)) or such other person who shall be named from time to time.

#### **5.00 STANDARD OPERATING PROCEDURES.**

- 5.01 **Before booking** - before booking or arranging a sailing or non-sailing activity it must be ensured that for a period of not less than 36 hours before the date and time of the planned activity that no persons have been on board Boleh. **Alternatively** all touching surfaces, particularly below decks shall be thoroughly disinfected. For an individual joining an established onboard crew the vessel will be cleansed per 5.04 below.
- 5.02 **Before boarding** – all persons, crew, guests or visitors, intending to board shall sign a *Declaration Before Boarding* form confirming their freedom from known infection, exposure to infection or vulnerability to infection by Covid 19 and reporting their vaccination status and, where appropriate, a negative LFT result. There shall be a maximum of 2 bubbles on board, with the crew being one bubble. They will also sign to confirm that they will comply with the skipper/responsible person's instructions in respect of Covid 19 precautions whilst on board and immediately prior and afterwards for a period of 48hrs.
- 5.03 Those **boarding Boleh for non-sailing purposes** must ensure that a trustee is given prior notification of their visit. If lone working, they must check in and out with Haslar Marina office. If the risk assessment matrix combined with the Trustee Area Risk Weighting result in a risk category of either amber or red, the activity will be postponed.
- 5.04 **Preparing the vessel** – all frequently touched surfaces, for example grab handles, door handles, galley equipment and surfaces, heads appliances and surfaces etc. will be disinfected with a recognised disinfectant spray or wipe. Other surfaces as reasonably practicable will be disinfected and the vessel will be aired through by opening portholes and deck hatches as thoroughly as possible in the prevailing weather conditions. An adequate supply of suitable gloves, masks and hand cleanser will be placed and maintained on board.

- 5.05 **Boarding** - persons to board the vessel will be briefed on the pontoon on social distancing whilst on board and will cleanse hands before boarding.
- 5.06 **On board** - in addition to the usual safety briefing, a Covid 19 briefing will be given covering topics of social distancing, hand cleaning, masks, gloves, food hygiene and, if appropriate, daily LFT testing of crew.
- 5.07 **Covid Testing** - when the Trustee Risk Weighting and the risk matrices together indicate either an amber or red risk and Further Mitigation Measures indicate that Lateral Flow Tests (LFT's) are required by crew either before, during or after the deployment, the skipper will direct that each crew member will undertake these tests using test kits provided onboard by Boleh Trust if during or after deployment or by the crew member if before deployment and will report a negative result to Boleh Trust. Lack of a negative result report will be assumed as a positive result.

**Vessel Operations:**

- 5.08 At all times there will be a maximum of 9 persons on board.
- 5.09 At times when there are more than 2 persons below decks additional care will be taken to social distance and the wearing of masks will be enforced. If sleeping on board, a maximum of 2 persons are permitted on passage, sleeping at opposite ends of the vessel. Alongside or at anchor, a maximum of 4 persons sleeping is permitted, 1 in a forward berth, 1 in each of the saloon berths and one in an aft berth. Wherever possible the shoreside lavatories and ablutions should be used.
- 5.10 The vessel will be operated in conditions of weather, locality and traffic which minimise the risk of an emergency occurring.
- 5.11 During operations, social distancing of at least 1 m will be maintained wherever possible, if not possible, social distancing of 0.5 m plus mask wearing. Winch operations will be single person or, if two persons needed they will both be masked. There will be no shouting and no close face-to-face communication. Masks will be worn at the discretion of the individual or to the skipper's order. A ready supply of masks, gloves and hand cleanser will be maintained on board.
- 5.12 Sail training, demonstration and exercises will be conducted maintaining social distancing. Where exercises, for example man overboard and recovery of the casualty cannot be undertaken whilst maintaining social distancing the elements of the exercise requiring close contact will be omitted but discussed thoroughly later whilst maintaining social distancing.

- 5.13 Food and beverages will be self provided and served by each person and there will be no re-use of crockery or cutlery without it being washed in hot water using washing-up liquid. As an alternative, mugs/crockery can be labelled with magic marker and reused by individuals where appropriate. Drying up, wiping etc. will be undertaken with disposable kitchen towels, not cloths, dishcloths or towels. Hand sanitizer will be stationed at the galley sink and head basin and used. Paper plates will be used whenever possible.
- 5.14 For day sails, guests and crew will bring their own food and drink. Food will be consumed whenever possible above deck. A crewmember resident on board for a period, engaging in day sails will prepare his or her own food below decks for consumption above decks when possible.
- 5.15 Masks and gloves will be worn at the discretion of the individual or on the order of the skipper.
- 5.16 In the event of an emergency the skipper will consider mandatory wearing of gloves and masks and issue instructions to do so if deemed necessary, practical and safe bearing in mind the need for communication.
- 5.17 Visitors singly will be allowed on board if the risk matrix and Trustee Risk Weighting indicate green on the risk matrix. The visitor will sign a declaration per 5.02 above, will not be allowed below decks and will be encouraged to keep the touching of surfaces to a minimum. **If the risk category is amber or red no visitors are allowed.**
- 5.18 If a **case of Covid 19 is suspected or confirmed on board** the individual concerned should be isolated as far as reasonably possible, on deck if weather and conditions permit, if not, below deck in a well ventilated (if possible) space.
- 5.19 Persons attending the individual should maintain strict distancing, mask, gloves and cleansing routines including items touched by the individual and the head after use.
- 5.20 The skipper will report to a trustee ashore who will communicate with the responsible person for individual, school or other source group and request that they arrange for the vessel to be met at the nearest practical rendezvous point and that Covid secure transport be arranged for the individual followed by testing, reporting and isolation in accordance with current law and guidance.

**6.00 DISEMBARKING**

6.01 All persons will leave used gloves and masks in a designated receptacle on board and will cleanse hands immediately after disembarking whilst on the pontoon before leaving the vicinity of the vessel.

**7.00 CLOSING DOWN THE VESSEL**

7.01 In addition to the normal SOP's the skipper will ensure that the vessel is cleansed and well aired in accordance with 5.04 above before, departure.

**All those intending to board Boleh must read the Procedures above and to sign the declaration on the next page.**

## Covid 19, Declaration Before Boarding

To be completed by all those intending to board Boleh to be forwarded to Henry Middleton at [hkwmiddleton@btinternet.com](mailto:hkwmiddleton@btinternet.com)

### I confirm that:

- **If requested to do so**, I confirm that I have performed a Lateral Flow Test (LFT) within the last 48hrs and have tested negative for Covid 19.
- I have not knowingly been in contact with anyone who has tested positive for Covid 19 in the last 14 days.
- I have had no symptoms of Covid 19 in the last 14 days.
- I am not a member of a vulnerable group or shielding.
- I have read and understood the Boleh Covid-19 SOP and Risk Assessment.
- **I have/have not** received Covid vaccination – **1 dose/2 doses** (Delete as appropriate)

### I agree to:

- Comply with the skippers directions and directions set out in the latest version of the Covid SOP in respect of precautions against the spread of Covid-19 whilst onboard and immediately before and afterwards.
- To confirm to a Boleh Trustee, **if requested to do so**, when I have tested negative for Covid-19 within 48 hours of leaving the vessel. **Lack of a requested report of a negative result will be assumed as a positive result.**
- If lone working onboard in Haslar Marina, to notify a Boleh Trustee prior to my visit, to check in with the Haslar Marina office on arrival and when finished to check out.

Full name .....

Signature ..... Date .....

END