

Covid 19, Declaration Before Boarding

To be completed by all those intending to board Boleh and forwarded to Henry Middleton at hkwmiddleton@btinternet.com

I confirm that:

- I have not tested positive 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 agree to:

- Comply with the skippers directions in respect of precautions against the spread of Covid-19 whilst onboard and immediately before and afterwards.
- Notify a Boleh Trustee prior to my visit and if lone working to check in with the Haslar Marina office and when finished to check out.

Full name **Date**

BOLEH STANDARD OPERATING PROCEDURES – COVID-19 PROVISIONS – V3 17 July 2020

1.00 INTRODUCTION

- 1.01 This SOP sets out The Boleh Trust's policy to comply with the published guidance from HM Government on the precautions to be taken in response to Covid 19.
- 1.02 This SOP applies to all adult sailing and non-sailing activities on Boleh (including work activities onboard in Haslar 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 apply these procedures. Before each onboard activity and each crew member / volunteer or other person will sign a declaration of non-infection, non-exposure and non-vulnerability to 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 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 a 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 person being on board Boleh and 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 brief SOP is in addition to the full Standard Operating Procedures V3.0 (3) June 2020 which remains 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 remains responsible for their implementation.
- 4.02 All actions and decisions in relation to Covid 19 must be entered in the ship's log.

- 4.03 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.
- 4.04 The Trust's representative is Henry Middleton (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 72 hours before the date and time of the planned activity that no persons have been on board Boleh.
- 5.02 **Before boarding** – all persons 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 to comply with the responsible person's instructions in respect of Covid 19 precautions whilst on board and immediately prior and afterwards.
- 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.
- 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. 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 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 and food hygiene.

Vessel Operations:

- 5.07 At all times there will be a maximum of 4 persons on board.
- 5.08 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 considered. 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.
- 5.09 The vessel will be operated in conditions of weather, locality and traffic which minimise the risk of an emergency occurring.
- 5.10 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.
- 5.11 Food and beverages will be self 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. Drying up, wiping etc. will be undertaken with disposable kitchen towels, not cloths, dishcloths or towels.
- 5.12 Masks and gloves will be worn at the discretion of the individual or on the instruction of the skipper.
- 5.13 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.

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.