

## **REPORT OF THE AYC COVID-19 ADVISORY COMMITTEE**

### ***“First Steps” Toward Resuming AYC Activities***

This report is not intended to and does not recommend the near-term resumption of any specific AYC activities. Instead, it recommends actions that the AYC should undertake now in order to make decisions later on the potential resumption of specific AYC activities. All of the preparations recommended here must be complete before any activities can restart at AYC. The required preparatory actions detailed in this report include:

1. Implementing health and safety procedures for AYC employees.
2. Updating health and safety recommendations for AYC members.
3. Legally protecting the AYC via COVID liability waivers.
4. Partially opening the office while encouraging alternative working schedules.
5. Putting in place a contingency plan in the event that there is a COVID exposure or case at AYC.
6. Transparently communicating with the AYC membership on these and other issues.
7. Gathering more information on cleaning and disinfection of restrooms.

This report is the result of a detailed information/data gathering effort. The recommended actions and guidelines in this report have been developed by the AYC Board of Directors' COVID-19 Advisory Committee, which includes Board members along with other AYC members with relevant expertise - medical professionals Bruce McDonald and Joe Roddy, first responder Andre De La Reza, and legal professionals Wade Bingaman and Karen Bogisch. This report is based on the COVID-related best practices and recommendations of outside experts including: US Sailing and its consultants the Gowrie Group, the Marina Industries Association, Governor Abbott's "Open Texas" Task Force, the CDC, and Austin/Travis County health authorities.

It is expected that the "first steps" outlined in this report can be complete sometime in June. After that, the AYC Board can consider whether to proceed with a phased, orderly and safe resumption of certain club activities. What might that look like?

- A first phase might include informal racing and limited sail training activities.
- A second phase might add more race competition and additional training opportunities.
- A third phase might expand on these and perhaps include reopening of the clubhouse and social activities if appropriate.

What might happen at AYC in the coming months is uncertain. As US Sailing states in its risk assessment: *"The COVID-19 outbreak continues to be a rapidly evolving and a fluid situation that presents health and business risks."* The AYC COVID Advisory Committee will monitor the situation and continue to meet and discuss issues. Any AYC decisions on future activities will be taken in light of the developing COVID situation and will continue to depend on the advice of internal and external experts.

## **HEALTH AND SAFETY PROCEDURES – EMPLOYEES**

The AYC seeks to protect the health and safety of its valued employees and to allow them to continue to perform their job functions. Based on the recommendations of US Sailing and the Gowrie Group's COVID Risk Report, the following procedures will be required of all AYC employees.

- Employees will be trained on COVID-19 (symptoms, transmission, etc.) and associated precautions including social distancing guidelines and the use of PPE.
- All employees will thoroughly wash hands before arriving and immediately after leaving the facility.
- Employees will take and log their temperature daily and will stay or go home if they have a temperature above 100.4 degrees.
- Employees will maintain safe social distancing (6+ feet) as work duties permit.
- Employees are required to wear face coverings while in the presence of others.
- All employees are required to sign a COVID-19 Waiver. (Pending. Not decided at this time.)
- Employee requirements if exposed or sick:
  - If an employee has had any signs or symptoms of COVID-19, or has been in the presence of someone who has, they will not come to the club.
  - Employees who are exposed to sick family members or others are required to report that exposure and to stay home.
  - Employees who have symptoms when they arrive at work or become sick during the day will immediately be separated from other employees, members, and visitors and sent home.
  - Sick employees should follow the [CDC-recommended steps](#). Employees will not return to work until they have met the CDC criteria to discontinue home isolation and have consulted with a healthcare provider and state or local health department.

AYC will provide the following COVID-related resources to employees

- Hand sanitization stations at key locations, like outside the office.
- Alcohol-based cleaning solution (see CDC and EPA Guidelines) for employees to use to clean work areas before and after use.
- Equipment to perform daily temperature checks.
- PPE, including face coverings, gloves as needed, etc.
- Work supplies in sufficient quantity so that each employee has their own and is not required to share with others.

## **HEALTH AND SAFETY RECOMMENDATIONS – MEMBERS AND THEIR FAMILIES**

The health and safety of AYC members and their families is a priority that needs to be balanced with reasonable access to sailing.

The AYC recommends that members and their families:

- Avoid coming to the club if they feel sick, or have a temperature. If a member or family member has had any signs or symptoms of COVID-19, or has been in the presence of someone who has, they should stay home.
- Practice personal hygiene. All members and family members should thoroughly wash hands before arriving and immediately after leaving.

- Practice social distancing (6+ feet).
- Do not gather under the clubhouse.
- Members and their families are requested to use face coverings when others are present on ramps and docks where safe social distancing is not possible in close quarters.
- Members and their families should BYO water and water bottles when coming to the club/facility. AYC water fountains will only be for bottle refilling.
- Members and their families are encouraged to use bathroom facilities prior to coming to club, and/or to use head on their own boat.
- When possible, members are encouraged move to a downwind location when needing to sneeze/cough. Follow the [CDC Hygiene Etiquette Guidelines for Coughing & Sneezing](#).
- Members are reminded not to share personal water bottles, food, gear, equipment, sunscreen, towels, paddles, etc.

These recommendations are based on the recommendations of outside experts, including US Sailing and health authorities.

### **LEGALLY PROTECTING AYC - COVID LIABILITY WAIVERS**

Staff has checked with AYC's insurance company and the AYC has no coverage for liability related to "biological agents" like COVID-19. This means that if someone sued claiming they were exposed to or infected with COVID at AYC then there would be no insurance and the AYC itself, its employees, board, and potentially members could be found liable and subject to a potential monetary judgement.

US Sailing and its consultants the Gowrie Group recommend that yacht clubs consult their lawyer about "having staff, club members, and program participants sign a 'COVID-19 Waiver'." A number of other yacht clubs and similarly situated private clubs (like golf clubs) have started requiring COVID-19 waivers.

A COVID-19 waiver often includes the following and other components. The signatory acknowledges the risks of COVID-19 and accepts those risks as their own. The signatory waives their rights to sue the club, its officers, employees, etc. on a COVID-related claim. The signatory indemnifies the club with respect to the signatory's guests.

To protect against liability claims and potential financial losses, it is recommended that the AYC utilize waivers with specific COVID-19 provisions.

- Different waivers will be needed to address different categories of people, including: members, members' families, full-time staff, camp counselors or other independent contractors such as members who teach private lessons or ASA classes, campers, guests, regatta participants, etc.
- The AYC needs to retain an outside attorney that specializes in this area of law to provide guidance.

### **PARTIALLY OPENING THE OFFICE -- ENCOURAGING ALTERNATIVE WORKING SCHEDULES**

The AYC staff has done an excellent job over the past couple of months working remotely. Going forward it may be helpful to have the AYC office staffed to some degree. Partially opening the office should be done in a way that protects the health and safety of employees and those interfacing with the office.

In addition to the employee health and safety procedures outlined elsewhere in this report, the following actions should be taken before partially opening the AYC office.

- Alternative work schedules should be encouraged, for example, working remotely, having one staff in the office at a time, alternating work days or weeks in the office, staggered arrival/departure times, etc.
- Contactless deliveries at the office doorstep or continued deliveries to staff member's homes.
- Contractors must make appointments and meet outside the office utilizing social distancing.
- Office visitors must social distance.
- Install a sanitizing station outside the office.
- Members access to the office should continue to be limited.
- Purchase supplies for each employee to have their own so as not to share supplies.
- Frequent and regular cleaning and disinfection of high-touch office items and surfaces.

#### **GATHERING ADDITIONAL INFORMATION: CLEANING AND DISINFECTION OF RESTROOMS**

AYC bath houses and restrooms will remain closed pending additional information regarding cleaning and disinfection.

#### **CONTINGENCY PLAN IN THE EVENT THAT THERE IS A COVID EXPOSURE OR CASE AT AYC**

US Sailing and other authorities recommend that a plan be documented and in place in case there is a COVID exposure or case. The following steps are recommended.

- Document written procedures to manage a situation of potential or actual exposure.
- Identify with date and time the presence of any exposed person on AYC property and communicate that information to the membership.
- Select and train a designated facility response team.
- Establish protocols for cleaning and PPE requirements due to exposure.
- Establish return to work protocols for the employee(s) that may have been in close proximity to the exposure.
- Establish return to facility protocols for members that may have been in close proximity to the exposure.

#### **TRANSPARENTLY COMMUNICATING WITH THE AYC MEMBERSHIP**

Information related to COVID-19 related procedures, recommendations, and actions should be communicated promptly to the AYC membership via email, the website, signage, and/or other methods.