

Whilst the clubhouse generally remains closed to the membership, there is a rota for a Duty Officer of the day to oversee operations at the club in line with RYA Guiding Principles. These are:

1. We will always follow Government advice
 - The COVID-19 preventative measures are vital to protecting health and wellbeing and to minimising pressure on frontline services. We all have a role to play by following the Government guidelines.
2. We will, as a boating community, take a **considerate** and **conservative** approach
 - **Considerate:** be mindful of the potential impact that you could have on other water users and do not place unnecessary extra strain on emergency services.
 - **Conservative:** help to minimise risk by taking an extra conservative approach to your boating.

The duties for the Duty Officer are as follows:

1. To decide if conditions are suitable for sailing in agreement with the safety boat driver depending on wind and weather conditions for the session.
2. To unlock the club house taking care to disinfect gloves or hands before entering. This will enable the duty officer to gain access to the key safe, filing cabinet, safety boat and fuel store keys and toilet key, after disinfecting all touch points. Only the duty officer and the safety boat driver will have access to the club house.
3. To collect the name, arrival and departure time of all those members and family, sailing, using the club toilets, or socialising with other members (on an A4 sheet of paper on the table). These will be kept for a period of 21 days in case there is a need to be contacted solely for the reason of Covid 19 traceability, after which the details will be destroyed.
4. To supervise the staggered launching and recovery of boats on the slipway and jetty ensuring social distancing is maintained.
5. To control the toilet key ensuring it is disinfected before handing it over (members only) and again on its return. Members will be required to clean and disinfect all touch points on entry to the toilets and again on leaving.
6. To ensure that the attendance list for the day is placed in the filing cabinet at the end of the session.
7. To disinfect all touch surfaces on leaving the club house at the end of the day.
8. To remind all members to take home all their own rubbish.

If weather conditions deteriorate during a session the Duty Officer will have the authority to recall boat back ashore in conjunction with the safety boat driver.