



MWF COVID-19 OPERATIONAL GUIDELINES

Overview

- A novel (new) strain of coronavirus is causing a respiratory disease called COVID-19.
- It doesn't matter if you're a worker or someone who is responsible for workers, we must identify and manage work health and safety risks including the exposure to COVID19.
- COVID19 spreads from person to person in a similar way to the flu:
 - o from close contact with an infected person
 - o from touching objects or surfaces contaminated by the sneeze or cough of an infected person and then touching your eyes, nose or mouth.
 - COVID19 can cause symptoms similar to the flu, including fever, cough, sore throat, tiredness or shortness of breath.
 - Most people who are infected experience mild illness from which they fully recover. However, some people may develop more serious illness with pneumonia. People at increased risk include the elderly and those with chronic medical conditions or a weakened immune system.
 - It is important to remember that most people who become ill with respiratory symptoms at work are likely suffering from a cold, the flu or other respiratory illness – not COVID19, but need to be tested , to rule out Covid-19.

Self-quarantine

- MWF employees and volunteers must get tested and self-quarantine as per requirements from the Australian Government Department of Health and relevant State authorities.
 - Individuals who need to self-quarantine should notify the MWF office and stay away from MWF operations.
 - MWF should be advised as soon as possible of any positive Covid19 test so that timely arrangements can be put in place to identify and inform relevant employees, contractors, volunteers and participants who need to self-quarantine.

Preventing the spread of infection at MWF

Simple hygiene practices, similar to those used to protect against the flu, can help prevent the spread of COVID19 and other respiratory infections.

Individual responsibilities (i.e. employees, contractors, volunteers, and participants):

- Clean your hands regularly with liquid soap and water, or alcohol-based hand sanitiser.
- Cover your nose and mouth with a tissue or bent elbow when coughing or sneezing, dispose of tissues immediately after use and wash your hands or apply hand sanitiser.
- Avoid touching your face, nose and mouth and shaking hands.
- Avoid close contact with anyone who is unwell.
- Keep 1.5 metres distance from others where possible.
- Stay home if you are unwell.

MWF organisational responsibilities:

- Require that all visitors to any face-to-face MWF activity check in via their relevant state based MWF QR code. Where QR code check in is unavailable a sign in log must be made available and kept for at least 14 days.
- Provide liquid hand washing facilities and make sure these are kept clean, properly stocked and in good working order.
- Provide liquid soap or alcohol-based hand sanitiser if available, tissues and cleaning supplies.
- Promote good hygiene practices, e.g. display hand hygiene posters.
- Keep the workplace clean and hygienic. Regularly cleaning high-touch surfaces such as kitchen area, door handles, and workstations helps prevent contamination.
- Wherever possible offer telephone and/or video-conferencing options for meetings/workshops.
- Insist on employees and volunteers who are sick with respiratory illness to stay home until they are recovered.
- If someone becomes ill with respiratory symptoms at the MWF office or during MWF activities, provide a face mask and arrange for the person to be sent home or access medical assistance.
- If an employee or volunteer is confirmed to have COVID19, call 13HEALTH (13 43 25 84) for advice. Inform relevant personnel and participants about their possible exposure to a confirmed case of COVID19, the need to self-quarantine themselves whilst preserving confidentiality at all times. Advise susceptible people to seek immediate medical advice if they develop symptoms or are concerned about their health.
- Follow advice from appropriate State government health authorities on social distancing and public gatherings.

MWF COVID-19 OPERATIONAL PROCEDURES

Mandatory requirements:

- The following procedures are mandatory for all staff, contractors, volunteers and participants when engaging with MWF.
- Failure to follow these requirements will result in the person(s) being directed to remove themselves from that MWF workspace, program, or activity.

Winds of Joy/Change/Care, Wrights of Passage (on-water), Racing & training (on-water) activities

The condition precedent for MWF's involvement in on water activities will be its strict compliance with the Covid-safe guidelines designated by each State or Territory.

- In addition to this condition precedent, the following MWF on-water operating procedures will be followed by all volunteers and employees.

Crew responsibilities:

- Pre-activity: (i) Follow relevant state government health advice and restrictions.
(ii) Check in using the MWF QR code.
- During activity: (i) If crew members bring own face masks, they are welcome to put them on.
(ii) Minimise contact with others and sharing of equipment where possible.
- Post activity: (i) Contact MWF to inform of any Covid19 symptoms within 14 days of activity.

MWF responsibilities:

- Pre-activity: (i) Covid19 briefing before taking crew onto the marina and boat.
(ii) Every person to use hand sanitiser before fitting PFDs and boarding boat.
(iii) Face masks are available for volunteers and participants upon request with instruction given as to the correct mask-wearing etiquette or crew can bring their own mask: Hand hygiene prior to application & prior to removal - Hold by strings/elastic - Do not touch front of mask at any time - Ensure nose piece sealed by moulding over the bridge of nose - Mask not to be worn around the neck or on the head. (iv) Skipper to provide outline and guidance as to how activity is to proceed including safety briefing.
- During activity: (i) No participants to go downstairs. (ii) Personal items to be placed into tubs that can be stowed below deck by crew when filled.
- Post activity: (i) Wipe down/spray PFD's and common touch points, tubs and bunks used for storage with sanitising wipes. (ii) Seal any rubbish bags before removal to bins. (iii) Volunteers to contact MWF of any symptoms of Covid 19 within 14 days of activity

Wrights of Passage (on-dock), boat cleaning/maintenance & training (off-water) activities

- All off-water activities will, wherever possible, be offered remotely using email, telephone or videoconferencing applications.
- Where remote options cannot be employed, activities will be conducted with due regard to associated social distancing guidelines and rigidly adhering to the off-water operating guidelines presented below:
 - o Avoiding crowds and mass gatherings where it is hard to keep a reasonable distance from others (about 1.5 metres)
 - o Mandatory sign in to all events and activities.
 - o Avoiding small gatherings in enclosed spaces.
 - o Keeping 1.5 metres between you and other people.
 - o No shaking hands, hugging, or kissing.

Participant responsibilities:

- o Pre-activity: (i) Check in via the MWF QR code for the relevant state.
- o During activity: (i) if the participants have bought face masks, they are welcome to put them on.
- o Post activity: (i) Contact MWF to inform of any Covid19 symptoms within 14 days of activity.

Office and cubby activities

Wherever possible contact office by telephone or email to arrange visit.

- o Upon arrival:
 - (i) Sanitise hands at dispenser located at entrance.
 - (ii) Log entry by all persons with the MWF QR Code and Service NSW app (i.e. staff, contractors, volunteers and participants).
 - o Whilst on premises: (i) Maintain 1.5 metre distancing from all people where possible.
 - (ii) Wipe down of shared equipment with sanitary wipes or other cleaner at least daily (printer, fridge, kettle...etc).
 - (iii) Wipe down of equipment (laptop, keyboard, mouse, workstation) before and after use.
- o Upon departure: (i) All persons to log out upon departure.
 - (ii) Sanitise hands before exiting the building using the dispenser provided.