



We will update this page regularly as new information and advice is released by the Australian Government Department of Health, the World Health Organisation and RELEVANT State government agencies.

Last update: 31st July 2020

MWF anticipates Covid-19 restrictions will be progressively eased by State governments in coming months which will inform when and how we will safely recommence each of our programs/activities at each of our locations.

[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:

- from close contact with an infected person
- 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 self-quarantine if they have:

- travelled overseas in the past 14 days
- travelled to Victoria in the past 14 days
- been in close contact with a confirmed case of COVID-19

- Exhibit symptoms that include fever, cough, sore throat, tiredness, or shortness of breath.
- Self-quarantine involves:
 - Staying indoors at home for 14 days;
 - Staying at least 1.5 metres at all times from other members of the household;
 - No face-to-face interactions with visitors;
 - Using standard hygiene practices and washing hands frequently; and
 - Not sharing items with other people such as towels, crockery and utensils.
- Individuals who need to self-quarantine should notify the MWF office and stay away from MWF operations.
- People should seek immediate medical attention if they become ill during the quarantine period and call ahead of arriving and mention their travel or contact history.
- 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.
- Stay 1.5 metres away from anyone.
- Stay home if you are unwell.

MWF organisational responsibilities:

- 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 use 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.

Racing activities

The condition precedent for MWF's involvement in racing activities will be its strict compliance with the Covid-safe guidelines designated by each racing program.

In addition to this condition precedent, the following MWF on-water operating procedures will be followed by racing crew.

Racing crew responsibilities:

- Pre-activity: (i) complete signed declaration that has each crew member attending identified, contact details and signed indication that the crew member has not been in contact with a Covid19-affected person, no coughing/fever/sore throat/shortness of breath/fatigue symptoms etc and approval to hold details for 14 days to allow tracing records to be kept
- During activity: (i) If crew members bring own face masks, they are welcome to put them on.
- 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 racing crew upon request with instruction given as to the correct mask-wearing etiquette: 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 single use only and 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) Crew's personal items to be placed into tubs that can be stowed below deck.
- 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.

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

- The condition precedent determining MWF's involvement in these activities is the removal of social distancing requirements.
- When this condition precedent has been met, the following MWF on-water operating procedures will be followed.

Participant responsibilities:

- Pre-activity: (i) complete signed declaration that has each participant attending identified, contact details and signed indication that the participant has not been in contact with a Covid19-affected person, no coughing/fever/sore throat/shortness of breath/fatigue symptoms etc and approval to hold details for 14 days to allow tracing records to be kept
- During activity: (i) If participants bring own face masks, they are welcome to put them on.
- 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 groups 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: 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 single use only and 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 conducted remotely using email, telephone or videoconferencing applications.
- Where remote options cannot be employed during this time of mandatory social distancing , MWF will only conduct activities when the Department of Health indicate these can occur, 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 Avoiding small gatherings in enclosed spaces.
 - o Keeping 1.5 metres between you and other people.
 - o No shaking hands, hugging, or kissing.
- When social distancing requirements have been removed, the following off-water operating procedures will be followed.

Participant responsibilities:

- o Pre-activity: (i) complete signed declaration that has each participant attending identified, contact details and signed indication that the participant has not been in contact with a Covid19-affected person, no coughing/fever/sore throat/shortness of breath/fatigue symptoms etc and approval to hold details for 14 days to allow tracing records to be kept.
- 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.

MWF responsibilities:

- o Pre-activity: (i) Covid19 briefing before taking groups onto the marina and boat. (ii) Every person to use hand sanitiser before participating in the activity and/or boarding boat. (iii) Face masks are available for volunteers and participants upon request with instruction given as to the correct mask-wearing etiquette: 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 single use only and not to be worn around the neck or on the head . (iv) Activity Leader to provide outline and guidance as to how activity is to proceed
- o During activity: (i) Maintain 1.5 metre distance between individuals. (ii) Any equipment shared is to be disinfected before sharing
- o Post activity: (i) Wipe down/spray equipment and common touch points and places 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.

Office and cubby activities

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

- Upon arrival: (i) Contact office to arrange visit. (ii) Sanitise hands at dispenser located at entrance. (iii) Log entry by all persons (i.e. staff, contractors, volunteers and participants).
 - Whilst on premises: (i) Maintain 1.5 metre distancing from all people. (ii) Abide by posters displayed about distancing, handwashing and sanitation. (iii) Staff workstations will be at least 1.5 metres apart. (iv) Sanitising wipes will be used to wipe down tables and workstations whenever an individual has completed an activity and at least daily. (v) No sharing of laptops or phones. (vi) Use of disposable plate ware and cutlery. (vii) no communal food allowed and any personal food bought into the office is to be placed in sealed containers that are to be wiped down with sanitising wipes before placing into the refrigerator. (viii) wipe down refrigerator handle and all kitchen tops with sanitising wipes after use and at least daily. (ix) Photocopier and printer should be wiped down after individual use and at least daily.
 - Upon departure: (i) All persons to log out upon departure. (ii) Sanitise hands before exiting the building using the dispenser provided