

**SOUTHERN MARYLAND SAILING ASSOCIATION
(SMSA)**

**COVID-19 SAFETY PLAN
AND GUIDELINES**



REVISION HISTORY

Change Number	Date	Changed Pages	Description
0	17 June 2020	N/A	Original Release of the document
1	26 June 2020		Added sections for Smallboat Racing; added unique requirements for use of RC Boat; added unique requirements for Smallboat Checkout that were previously in the basic Policy Manual
2	24 July 2020	6	Added section for SMSA Cruises
3	30 July 2020	2, 3, 4, 5, 6	Revised plan to comply with latest MD Executive Order 20-07-29-01 regarding use of Face Coverings

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BACKGROUND

The purpose of this document is to provide guidance on SMSA's response to COVID-19 and the related guidance will help inform our Board of Directors to help in their decision-making process for all activities, both on-the-water and shore-based.

The current SMSA Board of Directors shall be responsible for creating COVID-19 specific policies. Any policy changes for COVID-19 will be documented in the overarching SMSA Policy Manual which can be found on the SMSA Website (www.smsa.com).

Any questions regarding this document should be directed to the Commodore at commodore@smsa.com.

2020 SMSA LEADERSHIP ROSTER

Board of Directors (BOD)		
Position	Name	E-Mail
Commodore	Marc Briere	commodore@smsa.com
Vice Commodore	Mark Gyorgy	vicecommodore@smsa.com
Rear Commodore	Robin Witte	rearcommodore@smsa.com
Secretary	Lowell Martin	secretary@smsa.com
Treasurer	Russell Miller	treasurer@smsa.com
Director	Nichole Doub (20)	NicholeDoub@smsa.com
Director	Rich Freeman (21)	RichFreeman@smsa.com
Director	Joe Frost (21)	JoeFrost@smsa.com
Director	James Keen (20)	JimKeen@smsa.com
Director	Carl Kemp (22)	CarlKemp@smsa.com
Director	Shawn Stanley (22)	ShawnStanley@smsa.com

(##) – indicates year term ends

GENERAL STEPS TAKEN PRIOR TO JUNE 6, 2020

The SMSA BOD began using the guidance set forth by the Center for Disease Control (CDC), the Maryland Department of Health (MDH) and the Executive Orders, ordered by Governor Hogan.

Effective March 23, 2020, Executive Order 20-03-23-01 closed all non-essential businesses. On March 31, 2020 a stay-at-home order was imposed and recreational boating was prohibited. At that time the membership was notified via email from the Rear Commodore that the club was officially closed and a lock was placed on the gate to the facility in order to protect the personal property of our members.

The BOD held their monthly meetings virtually and continued to reassess the COVID-19 CDC and MDH guidelines, the MD Executive Orders and other guidance information that was new provided by U.S. Sailing in order make data-driven decisions that put the health, safety, and welfare of our members as a top priority.

Based on the information received the BOD began cancelling club events one month at a time as the information regarding COVID-19 was very fluid and constantly changing, which included delaying Opening Day several times. Eventually the BOD decided to have a Virtual Opening Day on June 6, 2020.

On May 22, 2020 in an email from the Rear Commodore the members were notified that the clubhouse would be closed to all activities until such time that we moved into another phase of the Maryland Strong Phased program. Members were asked to remove any of their sailing gear or other items stored in the club prior to Opening Day.

On June 6, 2020, the Rear Commodore along with the Facilities Chair sanitized the clubhouse using the CDC recommended cleaning solutions. Access codes to the clubhouse would be changed on June 6 (Virtual Opening Day) and provided to Essential Personnel only in order to maintain the facility.

RE-OPENING OF SMSA AFTER JUNE 6, 2020

Re-opening of the SMSA facility and ability to use SMSA assets is dependent on several factors, including volunteers. A phased approach will be used that aligns with the restrictions set forth by the Executive Orders.

Per the latest updated Executive Order (EO) (20-07-29-01) signed by Governor Hogan, effective Friday, July 31, 2020 at 5pm we will be able to open the SMSA Clubhouse provided that the total number of persons permitted inside does not exceed 50% of our Maximum Occupancy. The Executive Order strongly recommends that Marylanders follow the current guidance from the CDC and MDH regarding social distancing, etc. However, with regards to organizations, this EO requires us comply with the applicable social distancing guidance published by the CDC and MDH to include the use of Face Coverings.

Friday Happy Hour

- 1) Effective June 19 at 5:30 pm the clubhouse will partially open to Friday Night Happy Hours only with the following steps:
 - a. Access is limited to the Front Patio, Front Room of the Clubhouse and Rear Patio. Entry to the clubhouse will be via the front entrance only.
 - b. Access to all other areas of the clubhouse is restricted.

- 2) Occupancy Limits
 - a. In order to comply with 50% of maximum occupancy the front room of the SMSA clubhouse will be limited to 48.

- 3) Sign-In Logbook
 - a. All people coming to the clubhouse will be required to enter the following information into a logbook
 - i. Date/Time of Entry
 - ii. Name
 - iii. Member: Yes or No
 - iv. If no, then provide name of sponsoring member

- 4) Restrooms
 - a. The restroom in the front room will be available for use, the restroom in the rear of the club will remain closed.
 - b. Restroom (front only): disinfecting wipes will be located in the restroom. After use members are expected to wipe down the surfaces, and all knobs/handles.

- 5) Seating
 - a. No seating at the bar as social distancing with the bartender cannot be maintained
 - b. Seating inside of the club will be limited and members are not to rearrange the tables or chairs into other configurations.
 - c. Seating will be limited to 4 or 6 persons per table depending on the table configuration.
 - d. If members are not seated at a table and walking around inside the clubhouse to socialize, they will be required to wear a mask.
 - e. For outdoor seating (front patio or back of the club under the canopy) we ask that members socially distance appropriately.
 - f. Face Coverings outdoors is required when you are unable to consistently maintain at least six feet of distance from individuals who are not members of your household. The exception to this is only when consuming food or beverages.
 - g. Wipes or spray bottles labeled "Sanitizing Liquid Mixed per CDC recommendation" and paper towels will available for you to sanitize your seating areas when you leave the area.

- 6) Members Health

- a. If a person feels sick, or has a temperature over 100.4 degrees, they should stay home
- b. If a member/guest has had any signs or symptoms of COVID-19, or has been in the presence of someone who has, they should avoid coming to the club/facility

7) Bartenders

- a. All bartenders whether paid or volunteer shall be required to wear a face mask and follow CDC guidelines with regards to handwashing and sanitization in the work area as well as the rest of the clubhouse.

8) Hours of Operation

- a. Without sufficient volunteers to assist with sanitizing the club after Happy Hour, we are going to change the hours to 5:30 pm - 8:30 pm. At 8:30 pm our bartender will begin the process of sanitizing the tables, bar area, restroom and outside seating areas. Last call will be at 8:20. Members will kindly be asked to begin moving outside of the clubhouse at 8:30 pm.

Smallboat Racing

For Smallboat Racing events the following guidelines shall apply:

1) Sign-in Logbook

- a. All people coming to the clubhouse will be required to enter the following information into a logbook
- b. Date/Time of Entry
- c. Name
- d. Member: Yes or No
- e. If no, then provide name of sponsoring member

2) Restrooms

- a. Restroom facilities are not available on the premises
- b. Restroom facilities are available at the Public Restrooms which are 2-doors down from the SMSA Clubhouse

3) Boat Launch/Recovery

- a. TBD

4) Crane Use

- a. TBD

5) Face coverings

- a. In accordance with Executive Order 20-07-29-01 " All persons in Maryland over the age of five (5) years old are required to wear a Face Covering when they are outdoors and unable to consistently maintain at least six feet of distance from individuals who are not members of their household"
- b. SMSA is requiring all Smallboat Sailors to wear a face covering while in the yard

Smallboat Checkout Procedures

- 1) Smallboat Checkout Procedures can be found in Appendix B of the SMSA Policy Manual.
- 2) Due to COVID-19 the Smallboat Checkout Procedures are modified as follows:
 - a. Item 1: An SMSA member may sign out a Holder 20, Sunfish, 420, Opti, sailboat. AFTER they have completed a “Check Out Assessment” to ensure proper rigging, launching and docking. *(See Smallboat Chair for checkout). The small skiff may also be checked out when available and only to accompany sailors. The operator shall attach the safety lanyard to themselves. The skiff common touch surfaces (wheel/shift/key/lift control) must be wiped down with disinfecting wipes post-use.
 - b. Item 2: When signing out a boat, the member must indicate name, names of additional sailors, type of boat & it’s identifying name or number, departure time, and expected time of return, in the log book located in the Junior Room. 2020 season due to COVID safety protocol, Junior room (sail/gear storage) and club access will be secured. Members may make arrangements to check out and protect a designated club boat & rigging / sails for the season. Contact SMSA Vice Commodore who will coordinate with SMSA Junior Program chair to identify hull number and rig to use. The gear cannot be stored in the club and should be transported to club members homes. Boats and gear shall be sanitized upon return and hull and gear will be inspected for damage.
 - c. Item 3: A minor member must have a permission slip signed by their parent / guardian on file with SMSA before they can sign out a boat. For members under the age of sixteen an adult must be present and monitoring their sailor for the duration of their sail and assist in both launch and retrieval of the boat. CDC recommended social distancing and face coverings shall be practiced in the SMSA boatyard. Dollies that could be handled by someone else shall be wiped down after use. Members under the age of 16 may not sign out a Holder 20 or the small skiff.
 - d. Item 6: Boats may be signed out for SMSA racing events at the discretion of the appropriate Race Chair(s). Sign out is limited to one event at a time. Refer to the Race Chair for applicable fees and any rules regarding scoring or participation. Boats may be checked out for the purpose of participating in a sanctioned Smallboat event outside of the prescribed season. (May 1 to September 30)

Keelboat Racing

Details regarding the Keelboat Racing Program can be found on the SMSA Website by clicking “Keelboat” at the top of the homepage with the exception of the following:

- 1) Face Coverings - In accordance with Executive Order 20-067-1029-01 “all persons in Maryland over the age of five (5) years old are required to wear a Face Covering

when they are outdoors and unable to consistently maintain at least six feet of distance from individuals who are not members of their household”

RC Boat Procedures

- 1) RC Boat Procedures can be found in Appendix F of the SMSA Policy Manual.
- 2) Due to COVID-19, the RC Boat Procedures are modified as follows:
 - a. Due to COVID precautions, the minimum crew is 2 persons, the use of flags and course letters is suspended, and socially distance. Face coverings are required if you are unable to consistently maintain at least six feet of distance from individuals who are not members of your household.
 - b. Once the RC Boat is back in the slip, rinse the boat with a fresh water washdown of the exterior and a sanitizing wipe down of touch surfaces using disinfecting wipes or a bleach solution per the CDC guidelines.

SMSA Cruises

Raft-Ups

- 1) Masks are required while securing and unsecuring boats if unable to consistently maintain at least six feet of distance from individuals who are not members of their household.
- 2) Boats can raft up, you can move between boats as long as a 6 ft distance is maintained or a mask must be worn
- 3) Congregating in a single cockpit is discouraged
- 4) There will be no sharing of food at any time during the cruises

RESOURCES

- 1) Center for Disease Control (CDC) Coronavirus (COVID-19)
(<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>)
- 2) Maryland COVID-19 Pandemic: Orders and Guidance
(<https://governor.maryland.gov/covid-19-pandemic-orders-and-guidance/>)
- 3) Gowrie Risk Report: COVID-19 Risk Management & Best Practices for Sailing Organization
- 4) Requiring Use of Face Coverings Under Certain Circumstances and Requiring Implementation of Certain Physical Distancing Measures
(<https://governor.maryland.gov/wp-content/uploads/2020/04/Masks-and-Physical-Distancing-4.15.20.pdf>)