

## Launch Operations - Covid 19 Additional Check List

Preparation
<p>Officer in Charge:</p> <ul style="list-style-type: none"> <li>• Confirm no Launch sessions in previous 3 days</li> <li>• Distribute PPE. (PPE box in Tug)</li> <li>• Sanitise garage door handle, chain cupboard handle, electrical cabinet</li> <li>• Open garage, electrical cabinet and chain cupboard</li> <li>• Switch on Winch CB</li> <li>• Brief on PPE and Responsibilities, highlight social distancing requirements</li> <li>• Allocate roles for handling each piece of club equipment</li> <li>• Ensure all participants check in on the Test and Trace App or in the attendance record book (in the PPE box in Tug)</li> </ul>
<p>Tug Driver</p> <ul style="list-style-type: none"> <li>• Sanitise Tug Controls</li> </ul>
<p>Winch Operator</p> <ul style="list-style-type: none"> <li>• Sanitise Winch access panels and controls</li> </ul>
During Launching and Haul Out operations
<p>Officer in Charge:</p> <ul style="list-style-type: none"> <li>• Ensure social distancing during operations</li> <li>• Control no more than 2 people on jetty</li> <li>• Control use of Club equipment by allocated personnel</li> <li>• Ensure PPE being worn by participants</li> </ul>
At session end
<p>Officer in Charge:</p> <ul style="list-style-type: none"> <li>• Ensure Club equipment is returned to Storage by nominated user</li> <li>• Switch off Winch CB</li> <li>• Lock Garage, Chain Cupboard, Electrical Cabinet</li> <li>• Collect all disposable gloves, bag and place in bin</li> <li>• Replace PPE box to Tug</li> </ul>