

**> BE COVID SAFE.  
STAY IN BUSINESS.**

## Your COVID-19 Safety Plan

**Commercial vessels (including tours, functions, parties or similar recreational activities) and party buses**

### Business details

Business name	DOUTS-Diving Organization of the University of Technology, Sydney
Business location (town, suburb or postcode)	DOUTS-Diving Organization of the University of Technology, Sydney
Completed by	Thomas Cacitti
Email address	<a href="mailto:president@douts.org">president@douts.org</a>
Effective date	28 September 2020
Date completed	20 November 2020

---

### Wellbeing of staff and customers

**Exclude staff and customers who are unwell.**

If any person is feeling unwell and are experiencing any symptoms of COVID-19 please stay home and do not dive.

**Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.**

Please visit the NSW health website for more information on COVID-19.

<https://www.health.nsw.gov.au/Infectious/covid-19/Pages/recent-case-updates.aspx>

DOUTS will also share the COVID management plan on our website.

### **Make staff aware of their leave entitlements if they are sick or required to self-isolate.**

NA as DOUTS is a volunteer based business and have no staff.

### **Consider whether appropriate cancellation or flexible booking is available where customers cancel due to COVID-19 factors (such as being unwell or awaiting test results).**

If a diver has booked and paid for an event and then presents symptoms for COVID-19 then that persons payment will be fully refunded.

### **Display conditions of entry (website, social media, email, reception).**

Please refer to COVID management plan and event conditions on our website (<https://douts.org/>)

### **Vessels or buses hosting functions or weddings should ensure they have also completed a COVID-19 Safety Plan for conferences, functions and corporate events, or for weddings.**

NA as DOUTS only runs outdoor recreational activities.

---

## **Physical Distancing**

If the vessel is being used for commercial scuba diving, snorkeling or marine animal watching tours, the total number of customers should be no more than 50 (excluding crew) provided non-household contacts maintain 1.5 metres physical distance, or one customer per 4 square metres of space, whichever is greater.

If the vessel is being used for hosting other functions or tours the total number of people should not exceed one customer per 4 square metres of space. This capacity restriction

also applies to party buses. Alcohol may only be consumed by seated patrons.

The vessel will be used for scuba diving events and only has a legal capacity of 6 people.

This will be reduced to a capacity of 4 (one crew, three divers) to better maintain the physical distancing onboard with equipment.

**Use contactless check-in where reasonably practical to reduce the movement of customers and the number of surfaces touched. If signatures are required, clean pens between customer use with a disinfectant solution or wipe.**

All divers to use the DOOTS website to register and pay for the event. No payments will be collected on the day of the event.

**Move or remove tables and seating as required, including in waiting areas, to support 1.5 metres of physical distance where possible. Members of the same household are not required to physically distance.**

Not applicable as there is no seating on our vessel.

Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as tour meeting points.

Have strategies in place to manage crowding that may occur, such as on marine animal watching tours where people may crowd to get a better view of the animal. These strategies may include limiting the number of people per viewing area, or supervising viewing areas to ensure physical distancing is maintained.

While boarding the boat or entering the water for a dive, divers are to maintain physical distancing and while on board stay within the allocated area.

**Where reasonably practical, ensure staff always maintain 1.5 metres physical distancing, including at meal breaks and in office or meeting rooms. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.**

Not applicable.

**Use telephone or video for essential meetings where practical.**

DOUTS has used video conferencing and phone calls to manage and organise dives and will continue to do so into the future.

**Stagger start times and breaks for staff members to minimise the risk of close contact, where reasonably practical.**

Not applicable as all divers and staff must be at the event location at the same time to allow the dive to commence safely.

**Review regular deliveries and request contactless delivery and invoicing where practical.**

Not applicable as DOUTS does not receive deliveries.

While visiting other business to service or refill diving equipment all DOUTS members are to read and abide by the COVID management plan for that business as well as the DOUTS COVID plan.

**Have strategies in place to manage gatherings that may occur immediately outside the vessel, such as wharf or jetty pick up or drop off zones.**

In the event notification divers will be reminded that they must maintain physical distancing while traveling to and awaiting for the event to commence. Then after the events has finished all divers are to exit the area once practical.

**Singing in groups (whether by choirs or by audiences) or chanting/cheering is a particularly high risk activity and should be avoided.**

Not applicable as DOUTS discourages singing on events as it brings bad weather.

---

## **Hygiene and cleaning**

**Adopt good hand hygiene practice and ensure hand hygiene facilities are available to customers and staff.**

Hand sanitiser will be available of all events and while on board the boat.

Divers are encouraged to use the sanitiser regularly and before eating or drinking.

**Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.**

Not applicable as there is no bathroom onboard and only public bathrooms are used during shore dives.

**Consider strategies to reduce the number of surfaces touched by customers where possible.**

All divers will have their own separate equipment provided to them and there will be no shared equipment unless an emergency situation occurs.

Divers should only touch another divers equipment when doing safety checks or to help put gear on.

While on board the divers will be instructed to stay in their allocated spot during the dive.

**Clean public areas frequented by staff or customers at least daily with detergent and disinfectant. Frequently touched areas and surfaces must be cleaned several times per day with a detergent and disinfectant solution or wipe.**

The boat and equipment will be cleaned after every dive with disinfectant.

**Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.**

All cleaning equipment and disinfectants will be used in accordance with the manufactures recommendations for storing and cleaning.

Only preagreed disinfecting solutions are to use used on SCUBA diving equipment as specified by the Divers alert network (DAN - <https://www.diversalertnetwork.org/emailview/landing/blogs/prepareForReturn20/index.html>)

All diving equipment will be cleaned post dive in a scuba diving cleaning solution as per the manufacturers recommendations.

**Ensure items used in the preparation of food or for eating are washed thoroughly with hot water and a detergent solution between use, or preferably with a dishwasher if available. Where possible, customers should not share dishes, drinking glasses, cups, and eating utensils.**

Temporarily all food and beverages provided by DOUTS will be stopped. All divers should bring their own food and drinks for the day.

**Ensure processes are in place to launder towels between use if provided. Customers should not share towels unless they are household contacts.**

Not applicable as DOOTS does not provide towels.

**Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.**

Staff and divers to wear scuba gloves where possible to help protect themselves and others.

**Limit the use of cash transactions by encouraging contactless payment options.**

Moving forward all payments for events are to be made via the DOOTS website. No cash payments will be accepted.

---

## **Record keeping**

**Keep a record of name and a contact number for all staff, customers and contractors for a period of at least 28 days. For group bookings, one contact is sufficient to support contact tracing. Where possible, personal details should be collected in a way that protects it from disclosure to other customers. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.**

All members are to register for each event via the DOOTS website. Therefore we are able to collect the appropriate information from each person. Even if you are not diving and are just assisting or watching the dive you must still register via the website for record keeping purposes.

**Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.**

All members and dive leaders are to download and use the COVIDSafe app.

**Commercial vessels and party buses should consider registering their business through [nsw.gov.au](https://nsw.gov.au)**

DOOTS is currently reviewing this process and if it is applicable.

**Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.**

All members are to cooperate with NSW health if contacted.

**I agree to keep a copy of this COVID-19 Safety Plan at the business premises**

Yes