



COURAGEOUS SAILING

2021 Employee Guidelines, COVID-19 Response¹

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¹ Updated 4/29/21, ANW

Symptoms

Symptom Notifier

For now, every person who comes to the pier *must* be filling out [this four question symptom notifier form](#) every day before stepping foot on the pier. *We advise employees to fill this out before leaving home, as answering yes to either of the questions necessitates staying or returning home.* This notifier will 1. help us make sure pier participants are thinking about their own state of health before subjecting others to it, and 2. aid with contact tracing if we find that a sick participant has been on the pier.

The person working at the front desk will be checking the symptom notifier and following up as needed.

If you answer “yes” to either of the questions on the form, call your supervisor *immediately*, and you may not return to work until you meet criteria to return based on this document: [Exposure On Site, 2021, COVID-19 Response](#).

If You Have Symptoms at Home

If you are experiencing Covid-19 symptoms and/or are positively diagnosed with Covid-19 within 14 days of participating on our pier, please contact us.

Employees must stay home if they feel ill.

We encourage daily self-checks of symptoms, including taking one’s own temperature if you are feeling unwell. Any employee or participant feeling unwell, displaying known symptoms of COVID-19, or who has been in contact with an individual displaying symptoms of COVID-19 within the last two weeks are instructed to stay home and contact your supervisor via email.

If You Have Symptoms at Courageous

Please refer to our [Exposure On Site, 2021, COVID-19 Response](#) document for the procedure if you or another individual are experiencing symptoms on site or after participating at Courageous.

Additional Time Off

In light of the COVID-19 pandemic and in order to help encourage our staff to take sick days if they are feeling unwell, please be aware that Courageous is offering employees 3 additional sick days.

Hygiene

Wash your hands

Wash your hands as soon as you arrive to work. Wash your hands every hour. Wash your hands after eating, using the bathroom, or any other personal function.

Hand washing should occur at minimum after:

- (1) Upon entry into and exit from program space;
- (2) When coming in to the program space from outside activities;
- (3) Before and after eating;
- (4) After sneezing, coughing or nose blowing;
- (5) After toileting;
- (6) Before handling food;
- (7) After touching or cleaning surfaces that may be contaminated;
- (8) After using any shared equipment;
- (9) After assisting children with handwashing;
- (10) After contact with facemask or cloth face covering; and
- (11) Before and after changes of gloves

Physical Distancing

Employees must attempt to maintain at least 6 feet of distance at all times and limit contact between individuals and groups, whenever possible.

Masks shall be worn at all times

Masks are currently the best preventive tool for limiting the spread of COVID-19 and we are requiring them to be worn at all times. While you may not be working with someone at every moment, the chances are high that someone has been in that space, or will be. Face coverings limit the transfer of pathogens/germs in these spaces. We highly recommend the use of surgical or kn95 masks (that have been approved by the NPPTL) when possible.

There are a small number of “mask-optional” spaces at Courageous. These are spaces where someone will be working in the space for an extended length of time with no contact from others. At the moment this list only includes the office trailer, the Flagship office, and the upper floor of the boathouse. These areas must be off limits to others during the occupancy time or during its use. These areas must be thoroughly cleaned, disinfected, and windows opened to allow air to circulate by the user before departure and before the space can be shared with others in some way. Windows should be open for a minimum of

15 minutes and up to 2 hours allowing for time to close them before locking up for the day. When leaving these spaces, masks/face coverings must be re-donned.

Sanitize/Clean items/surfaces that will be shared

Think: What equipment *isn't* shared at Courageous??

Tools, equipment, lifejackets, boats, surfaces, or any items that will be shared by another employee or patron should be sanitized when the work is complete. If you are working together on a project, it is reasonable that you do not have to clean an item before passing it back and forth, but it still must be cleaned before being put back away in the shared space. For maintenance staff, know that cleaning *must* be on an item by item basis, and the basic guidelines can be found in the tools section of the aforementioned guide. This is now part of the job, so get comfortable with it and please don't worry about feeling "less efficient" because of it.

Please note that Courageous is required to disinfect all watercraft, safety boats and equipment after each use. A powerboat (or similar single-user equipment) that is assigned to a user for the day can be cleaned at the end of that assigned employee's shift. For example, if I am OIC from 11-5, and I have Hurricane Harry assigned to me, I can wait to clean and disinfect Hurricane Harry until the end of my shift at 4:45, when the boat is put back into potential use for other staff. To the greatest extent possible, boats must not be shared between users without cleaning and disinfection. If you carried other passengers or employees on a boat, it must be cleaned and disinfected before any other trip.

Approved disinfectant should be used on all "touch" surfaces, paying close attention to the throttle, windshield, and wheel after each use. At the end of the day, the rest of the vessel should be washed with soap and water following the disinfection of high touch areas.

Lunch/Congregating

In order to adhere to health and safety guidelines, it is necessary to stagger break and lunch times in order to maintain distancing of staff. Staff can utilize the outdoor tables for lunch breaks w/ one employee at each table.

We have determined that it is appropriate to have a mask-free break area behind the boathouse, in order to allow for a space for employees to remove their masks for small periods of time. This should be done on an individual basis and there should not be more than one employee in this space at a time.

Indoor Space Utilization

Whenever possible operations should be moved outdoors. If not possible, whether due to weather conditions or the need to utilize indoor space, employees should, as best as

possible, increase ventilation by opening windows and doors; increase air circulation by turning on fans, and increase filtration by turning on HEPA filters. In situations where weather does not permit the opening of windows or doors, Courageous will utilize standard COVID-19 mitigation procedures including: 6 feet of separation wherever possible, usage of masks at all times, and reduced number of staff utilizing indoor spaces with a maximum of 3 individuals only occupying a space in areas where at least 6 feet of separation is possible.

Concerns Contact and General Compliance Needs

PLEASE contact your supervisor or Dave (Dave@courageoussailing.org) if you have ideas, needs, concerns, including if you think something is not working well!! (Or if it is working well and you want to make sure it continues!)

You will probably see these posters up soon, but here are what Massachusetts is requesting from Courageous in the pursuit of complying with safety standards. Feel free to look them over and ensure that we are fulfilling our requirements to you as employees and to the public!

[Covid Control Plan](#)

This is a certification that Courageous is reasonably trying to implement certain guidelines and practices to keep staff/participants safe.

[Simple Employee Guidelines](#)

These are the general guidelines that all employees around Massachusetts should be thinking about when they are at work

[Simple Employer Guidelines](#)

These are the general guidelines that all employers around Massachusetts should be implementing at their workplaces. (It is nearly identical to the Employee-facing guidelines, above)

[Compliance Attestation](#)

This is a public attestation that Courageous is adhering to its control plan and industry guidelines. It, along with the three above documents and further Courageous-specific signage, will be posted publicly soon.

Employee Adherence

Acceptance of and adherence to the above policies, to the greatest extent possible, is required as part of employment with Courageous Sailing. It is therefore your responsibility to understand these policies before reporting to work and to follow these policies whenever at work.