

AYC Safety Officer Job Description

The AYC Safety Officer (SO) is integral to the implementation of the AYC Safety Plan (SP), and ensuring the safety of all those on site during the prelaunch period.

The SO's key responsibilities are to:

- Be on site at the cub from 10 am to 4 pm on the day you have volunteered.
- Serve as the primary point of contact for those wishing to access the site, and clarify procedures or rules outlined in the Safety Plan as needed.
- Control access to the AYC site, and limit the number on site to 25.
- Administer the screening questionnaire to anyone entering the site.
- Keep an accurate count of the number of people on site at all time.
- Manage reservation bookings for the day you volunteer.
- respond to queries about site availability from members
- Keep a waiting list of people wishing access when the site at capacity.
- Ensure sanitation products are on hand, and the bathrooms are reasonably clean.
- Ensure everyone entering the site has signed the waiver.
- Report any issues regard management of the SP, or safety concerns, to the Vice Commodore or House director as needed.

Reporting & Board Liaison:

The SO works under the direction of the Vice Commodore in relation to yard duties, and House Director in relation to the club house and BBQ area. If unavailable, they may also seek guidance from the Commodore or the Rear Commodore.

AYC Safety Plan and safety Officer Q&A

In most cases the answer to question about the SP is that AYC is has legal obligations as a condition of being able to operate to take certain steps to safeguard the safety of everyone one site.

Q. Why does AYC have a SP, and why do I need to be screened prior to entry?

A. AYC must have a formal written SP to meet the requirements of provincial law. Pre-screening, masking, and physical distancing are also a legal requirement.

Q. Some want to know if they were screened yesterday, why do they need to be screened again?

A. The screening is designed to assess current risks related to COVID-19. Since you were last screened your condition may have changed or you may have had contact with someone who poses a risk.

Q. Why are only twenty-five people allowed on site?

A. One of the club's key obligations is to ensure people on site can physically distance from each other. The limit of twenty-five people is reasonable in light of the fact that the AYC yard is tightly packed, and we have limited onsite parking.

Q. Do I need to be at the gate for the whole day? Can I work on my boat when it's not busy?

A. Your core responsibilities are to control access, administer screening for people entering, and maintain an accurate count of the number of people on site. This will require being close to or within sight of the gate as much as possible. When that isn't possible, please post a notice people arriving can clearly see indicating how they can reach you (your cell phone number). Similarly, a notice should be posted that people exiting the site can clearly see asking them to notify you by cell phone when departing for the day.

Q. Can people remain on site after 4 pm when I leave?

A. Yes, providing they understand that all the rules still apply, and they are not to offer access to anyone else.

Q. If I arrive and people are already on site, do they need to be screened?

A. Yes, they should be screened as soon as possible. Please ensure they sign the form and we have a record of them being present.

Q. Someone complains that their neighbour isn't practicing physical distancing and is coming too close. And wants me to ask them to maintain physical distancing?

A. Indicate it is up to the member to speak to other members/guests and ask them to respect the rules and protect everyone's personal safety. If the problem persists and the member feels they are at risk, advise them to avoid contact to the extent possible. If they are uncomfortable, they should leave and come back another time. In extreme cases, members have the right to make a formal written complaint to the board. This can be

addressed to the Secretary and/or Commodore, and should include specific details about the incident.

Q. What do I do if someone refuses to follow the rules and is engaging in risky behaviour - won't allow screening, wear a mask, physically distance from others, etc.?

A. In some case you will need to exercise reasonable judgement regarding the level of risk related to the behaviour. Your job is to seek the cooperation of people entering the site and their voluntary compliance with the procedures and rules while on site. In some cases a friendly reminder may be appropriate. Confrontations are not helpful, and should always be avoided. If someone refuses to cooperate, contact the Vice Commodore, House Director, Commodore or Rear Commodore via email and report the problem.

Q. Another club is doing things differently, why aren't we doing the same thing as they are?

A. Each club is attempting to meet their legal obligations, and protect the safety of members. Some may decide to more or less prudent. The ACY Board has worked hard to develop the best approach for the club. If someone has a serious complaint or concern, indicate they should contact the board.

Q. I need work done by a contractor, what do I need to do?

A. Ensure they are are aware of the SP and agree to abide by it and the rules. Then contact the Vice Commodore to reserve time when the contractor plans to be on site.