



June 1, 2020

In light of current CDC guidance and State and Local regulations, J/World has implemented processes and procedures to insure the health and safety of our staff and clients as we are again able to pursue outdoor activities.

The following policies are in place at all of our locations.

GENERAL POLICIES

- Instructors and staff will wear facemasks at all times
- Registration and administration will be done digitally prior to the course/activity to the extent possible
- Daily opening procedures as outlined herein will be followed
- Group classes will be held outside
- One lifejacket assigned each sailor for the duration of the course.
- A single boat used for the duration of training (no boat rotation).
- Minimize instructor rotation.
- Boats will be sanitized after every use (see Closing Procedures herein)
- Items coming off the boats (tiller extensions, winch handles, VHF's, etc.) will be sanitized.
- When possible, quarantine boat for 24 hours between different crews
- Document who is on which boat each day for contact tracing (can be entered on the Google calendar)

PROCEDURES

Daily opening:

Ensure the following is in place for the day:

- ✓ Disinfectant wipes and hand sanitizer available in the office
 - ✓ Temporal thermometers and Sign-In Checklist with verbal health questionnaire acknowledgment ready prior to student arrival
 - ✓ Staff has masks/buffs and Nitrile gloves available for their use
1. Verbal screening questionnaire is administered by site Director
 2. Staff temperatures are taken upon entry into office
 3. Results added to J/World Covid-19 Daily Staff Sign-in Sheet
 4. Staff must sanitize their hands before and after their day
 5. Sanitize office and open all windows and doors
 6. Wash all boats and equipment which will be used that day with soap and water
 7. Tables and workstations should be wiped down with disinfectant wipes fifteen minutes before the first program session starts

Wellness Screening (performed by Instructor upon student arrival at J/World):

1. Verbal Questionnaire

- i. Have you had fever, cough, sore throat, shortness of breath, vomiting, diarrhea, or a rash in the last 5 days?
- ii. Have you been exposed to someone who has been diagnosed with the COVID-19?
- iii. Have you traveled internationally in the last two weeks?

If the student answers **yes** to any of these questions, they will be asked to reschedule their lesson at a time when they are able to answer **no** to all three questions.

2. Temperature Check

Once the student passes the verbal questionnaire, the instructor should wear gloves and take forehead temperature of student twice.

Instructor to note verbal screening acknowledgment and record both temperature readings on the daily student sign-in sheet

Acceptable temperatures vary by county. The San Diego County temperature limit is 100.4 F. Update your procedure with your local county recommendation

Students who have temperature below the acceptable limit should be asked to go the restroom to wash their hands prior to starting the day.

Students with temperatures above the limit will be asked to reschedule their lesson at a time after they are fever free without fever reducing medication for at least 5 days.

3. Daily Safety Briefing:

Instructor will start the day with a daily safety review of general hygiene practices, safety reminders, and any special circumstances of situations of which the students need to be aware.

Daily Closing

1. Office Sanitation (after last student leaves J/World)
 - a. Disinfect all tabletops, devices, and equipment used in the office during day.
 - b. Remove all trash/debris off the floor
 - c. Take the trash out to the dumpster
 - d. Disinfect all door handles (interior and exterior)
 - e. Wipe down switch plates and turn off all lights
2. Boat Sanitation - Wash all boats and equipment used that day with soap and water
3. Use hand sanitizer or visit restroom to wash hands one last time
4. Instructors should wash clothes and disinfect upon getting home.

Protocol for Health Concerns:

If student or instructor exhibits signs of illness or experiences any symptoms, the following protocol will be implemented:

1. Instructor will call the site Director and inform of situation
2. Site Director and one support staff to retrieve student or instructor for visual assessment in the J/World office.
3. Staff may take temperature as needed (medical gloves must be worn)
4. First Aid may be administered as needed (medical gloves must be worn)
5. Site Director calls emergency contact and requests that the member be picked up as soon as possible
6. Site Director to document detailed account of incident, persons present, symptoms, steps taken, and outcome to include in end of day summary

JWorld Covid-19 Daily Staff Sign-in Sheet								
	Name	Arrival Date and Time	Verbal Questions Passed	Temperature Readings		Admitted to JWorld	Departure Time	Comments
1			Yes / No			Yes / No		
2			Yes / No			Yes / No		
3			Yes / No			Yes / No		
4			Yes / No			Yes / No		
5			Yes / No			Yes / No		
6			Yes / No			Yes / No		
7			Yes / No			Yes / No		
8			Yes / No			Yes / No		
9			Yes / No			Yes / No		
10			Yes / No			Yes / No		

JWorld Covid-19 Daily Student Sign-in Sheet								
	Name	Arrival Date and Time	Verbal Questions Passed	Temperature Readings		Admitted to JWorld	Departure Time	Comments
1			Yes / No			Yes / No		
2			Yes / No			Yes / No		
3			Yes / No			Yes / No		
4			Yes / No			Yes / No		
5			Yes / No			Yes / No		
6			Yes / No			Yes / No		
7			Yes / No			Yes / No		
8			Yes / No			Yes / No		
9			Yes / No			Yes / No		
10			Yes / No			Yes / No		
11			Yes / No			Yes / No		
12			Yes / No			Yes / No		
13			Yes / No			Yes / No		
14			Yes / No			Yes / No		
15			Yes / No			Yes / No		
16			Yes / No			Yes / No		
17			Yes / No			Yes / No		
18			Yes / No			Yes / No		
19			Yes / No			Yes / No		
20			Yes / No			Yes / No		
21			Yes / No			Yes / No		
22			Yes / No			Yes / No		
23			Yes / No			Yes / No		
24			Yes / No			Yes / No		
25			Yes / No			Yes / No		
26			Yes / No			Yes / No		
27			Yes / No			Yes / No		
28			Yes / No			Yes / No		
29			Yes / No			Yes / No		
30			Yes / No			Yes / No		

