

KHYF SPRING Sailing Program Rules and Procedures

JANUARY 1, 2021

The following rules, protocols and procedures relate to the current COVID-19 health situation and part of KHYF's operational requirements document to be shared with all participants, parents and employees. All program participants and employees must follow the rules and procedures set forth herein, as well as all on-site signage. Failure to do so poses an increased health risk and will result in immediate disciplinary action up to dismissal from the Program. Please follow directions of all KHYC and KHYF employees and volunteers. This document was created to ensure compliance with the County of Los Angeles Department of Public Health Reopening Protocol for Day Camps (Appendix K).

Participant/Family Requirements

- 1.) Review and sign 2021 SPRING waiver prior to or upon arrival on site
- 2.) Review and sign this document KHYF SPRING Sailing Program Rules and Procedures (also posted at www.khyf.org)
- 3.) Evaluate participant's health status prior to arrival at King Harbor Yacht Club, using CDC guidelines: fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting or diarrhea
- 4.) Notify KHYF of any COVID-19 positive tests in your household immediately, and do not come to the Program
- 5.) All participants must have face coverings with them from home, and will be required to wear them except under specific circumstances outlined below. **Required are 2 neck buffs/gaiters**, in case one gets wet while sailing and keep a spare one on hand when returning to shore.
- 6.) No food or water will be available at KHYC. Please bring your own water and snacks suitable for the day
- 7.) Come to sailing wearing sunscreen and bring extra to reapply as needed
- 8.) Bring your lifejacket to class daily. No extra lifejackets will be available for use

Check In/Out Procedure-Drop off and pick up have been designed as "drive thru" and parents/guardians are to remain in their cars to limit exposure.

- 1.) Arrival window is 10 minutes before class is scheduled to start up until 10 minutes after the start of class
- 2.) Drop off participants at "drop off zone" dressed and ready to sail
- 3.) At drop off zone, participant will have temperature taken, parent/guardian will verify participant is non-symptomatic before entering class prior to leaving the car

4.) If participant arrives on foot or bike, they must check-in at “drop off zone” prior to entering KHYC property

5.) Participants proceed directly to class “meeting place”

6.) At pick up, proceed to “drop off zone” and wait in car until participant comes out to the car to leave

During Class

1.) Participants must remain in their assigned class group, with their assigned instructor(s) at all times

2.) Participants must store their gear in the cubby assigned to them

3.) Participants are to wear masks at all times when on shore, docks and at any time when within 8ft of another.

4.) Participants should wash hands after returning from the water, after eating, after using the restroom and after any coughing or sneezing

5.) Participants should avoid touching eyes, nose and mouth

6.) Participant will have an assigned boat and seat location (that is physical distanced 6’ apart) for the duration of each session and are not to be traded

Employee Requirements

- 1.) Review and sign KHYF Spring Sailing Program Rules and Procedures distributed at onboarding/training
- 2.) Do not come to work if feeling any symptoms as outlined by the CDC: fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting or diarrhea
- 3.) Have temperature taken at beginning of shift by manager, and verify they are non-symptomatic that morning. Report any update in symptoms to Director immediately
- 4.) Wear provided, or approved alternate, face covering at all times when on site and on the water; properly care for face mask following instructions provided and do not share personal protective equipment (PPE)
- 5.) Maintain at least six feet distance from others; employees may momentarily come closer as necessary to assist participants
- 6.) Wash hands often and enforce participant hand washing frequently
- 7.) Maintain assigned VHF radio and ensure fully charged upon arrival each morning
- 8.) No sharing or borrowing VHF's or any other equipment
- 9.) Bring your own snack and water for the day

Instructor Cleaning Protocols:

- 1.) Sanitize all whiteboards, pens, clipboards, VHF radios, and other shared items prior to the start of each shift
- 2.) Sanitize coach boats and sailboats at the end of each session daily
- 3.) Sanitize heads/hand washing stations multiple times daily
- 4.) Sanitize chairs, handles, common areas touches at least twice daily
- 5.) Other cleaning duties as assigned by the Director or Administrator

COVID-19 Symptoms and Diagnosis Protocols & REFUND POLICY:

- 1.) Sailing Director, Roger O'Connor, has been designated to respond to all COVID-19 concerns
- 2.) Anyone (employee or participant) who begins showing symptoms must let their instructor or Director know and be separated from the group immediately and moved to the designated "waiting area" (participant parent will be called for pick up as soon as possible)
- 3.) Director will assess the situation and follow CDC and Los Angeles Department of Health guidelines
- 4.) Additional cleaning will be done to all the equipment associated with that individual following CDC and County health guidelines
- 5.) If a COVID-19 positive diagnosis is received from anyone associated with the Program, additional measures may be undertaken, including notification to participants, postponement or cancellation of session based on county guidelines
- 6.) All sick staff and participants must not return to sailing until they have met the CDC criteria to discontinue home isolation, including 3 days with no fever, symptoms have improved and 10 days have passed since symptoms first appeared
- 7.) Contacts of an ill individual should follow public health guidance on quarantine at <http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/>

8.) Tuition Policy:

- If you **cancel** with greater than 30 days notice from the first day of your **course**, you will get a full **refund, minus the registration fee** *.
- If you **cancel** 29 - 15 days prior to the first day of your **course**, you will get a 50% **refund, minus the registration fee***.
- If you **cancel** 1 - 14 prior to the first day of your **course**, you are **not** eligible for a **refund****.

****Provided KHYF CAN fill the cancelled program spot, cancellation out of the program will incur the registration fee deducted from the balance refunded**

IF KHYF cannot fill the spot the entire fee will be considered non-refundable

There are no refunds offered for missed programs/lessons or programs/lessons cancelled due to bad weather.

A note about refunds:

Registrants that qualify for a refund will always be refunded, less 5.93% registration fee. This is not a cancellation fee, but is the amount that Active Network charges us at the time of purchase or cancellation. Active Network is the registration system through which all bookings are managed, and doubles as the payment processor. As a small non-profit organization we experienced an immense volume of refunds we issued as a result of the COVID situation. KHYF made the decision to withhold this 5.93% (an amount between \$25.- & \$50.- depending on the tuition fee) from refunds as a means to minimize the impact to our operating budget,

If you have questions or concerns, please don't hesitate to reach out to us. We understand that we are all in this together, and welcome your feedback.

9. KHYF Registration & Transfer Policy:

Any transfers between programs incurs a **\$10.-** transfer fee.

You may **not** register a child for **partial weeks**, and refunds will **not** be given for **missed classes**.

Please accurately estimate your child's skill level as refunds will not be granted for students who cannot be reassigned to other classes due to capacity or schedule conflicts. Refunds will not be given for students who need to be reassigned due to lack of skill for the specific class. After registering and completing all waivers and payment, placement will be confirmed via email with by an automated receipt.

Registration is considered final. Once the season has begun, no refunds are available for ANY reason. KHYF reserves the right to cancel any class for weather or safety considerations and no refunds will be provided.

If you have questions or concerns about this policy, please reach out to us at : khyfdirector@gmail.com

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10.) Rules and procedures will be regularly updated to remain in compliance and will be inspected for compliance.

I have reviewed the KHYF Fall Sailing Program Rules and Procedures and discussed them with my son/daughter so they understand the expectations of participating in the KHYF Fall Sailing Program

Name (Please Print) Participant/Employee Signature

Participant/Employee

Parent/Guardian Signature Date

Parent/Guardian Signature Date