



Full details of all completed actions to ensure full compliance of the Coronavirus (COVID-19) guidance and regulations are detailed in the <a href="#">Phased Return of Opening Action Plan 2020-2021</a>						
Ref / ID	Action Required		Action By Who	Action by When	Status	Notes
<b>01 Coronavirus Risk Assessment</b>	01	The BRSC Coronavirus Risk Assessment remains the overarching document that must be complied with in addition to this action plan.	PA, BU, RA, SE		Completed	Previous Coronavirus Risk Assessment agreed by the General Committee and Posted on website.
	01.01	Current Risk Assessments to be reviewed in line with Government updates.	PA, BU, RA, SE	29/03/21	In progress	Current Risk Assessments to be reviewed in line with Government updates.
<b>02 Sailing and Water-Based Activities</b>	02	For sailing, see <a href="#">Back to Sailing Club Framework</a> .			Completed	Back to Sailing Framework for Phase 1, 2 and 3 agreed by the General Committee and posted on website 06/07/20.
	02.01	Back to Sailing Framework to be reviewed in line with Government Steps and BRSC Phases.	RA, SE, BU, JE, PA	29/03/21	Completed	
<b>03 Club Opening Step 1.1 From 11/03/21</b>	03.01	Road Map posted on Facebook and <a href="#">Website</a> .	RA, BU		Completed 11/03/21	

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<b>04 Club Opening Step 1.2</b>  <b>From 29/03/21</b>  <b>(Date subject to change pending Gov decision)</b>	04	Toilet open weekends only subject to availability of volunteers to open and clean.		02/04/21	TBC	
	04.01	Cleaning and maintenance of toilets to be organised.			Ongoing	
	04.01.01	Volunteers to be confirmed for cleaning the toilets.	RA, BU	29/03/21	Ongoing	
	04.01.02	2 sets of cleaning products and 2 buckets to be bought.	RA, SE, BU	29/03/21	Completed	Anti bac spray / disposable cloths / gloves / toilet cleaner / floor cleaner mop & bucket.
	04.01.03	Cleaning schedule sheet to go on Ladies and Mens changing room doors.	RA, BU,	29/03/21	Completed	
	04.01.04	Toilets cleaned in preparation for use.	RA, SE	02/04/21	Completed	Cleaned 01/04/21
	04.01.05	Changing and shower areas blocked off.		2020	Completed	
	04.01.06	Sanitary bin to be removed from Mens emptied and bin to be placed in cubicle.	TBC	02/04/21		Emptied on 01/04/21 and left in Mens while only using the Mens toilet
	04.01.07	Sign to be made: 'Only 3 at a time' for the Ladies and Mens.	RA, BU	02/04/21	Completed	
	04.02	All water systems flushed.	PA	02/04/21	Completed	
	04.03	Corridor cleaned.	RA, SE	02/04/21	Completed	
04.04	All signage / hand gel / wipes checked or replaced (Toilets / Corridor).	RA	02/04/21	Completed		
<b>05 Club Opening Step 2</b>	05	Club open for outside customers for table service only.		18/04/21		

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<b>From 12/04/21</b> <b>(Date subject to change pending Gov decision)</b>	05.01	Outside area to be organised.		16/04/21		
	05.01.01	Tables positioned / rigging area identified for social distancing / rule of 6.	RA, SE, BU	16/04/21	Completed	
	05.01.02	Tables to be numbered.	BU	16/04/21		
	05.01.03	All signage / hand gel / wipes / checked or replaced (tables outside).	RA, BU, PA, CA	12/04/21		2 sets available for Members / Staff to clean outside tables. Located on table inside door.
	05.02	Bar preparation.		16/04/21		
	05.02.01	Ullage and stock check to be done.	BU	05/04/21		
	05.02.02	Ice machine and dishwasher to be turned on / run through.	BU	16/04/21		
	05.02.03	Card machine to be checked for outside use (card only, no cash).	BU	16/04/21	Completed	
	05.02.04	Staff informed tabs allowed, Debit Card given to staff with first order.	RA, SE, BU	12/04/21		
	05.02.05	Staff to be informed that temperatures should be recorded at start of shifts.	RA, SE, BU	12/04/21		
	05.02.06	Thermometer to be bought and record sheet made.	RA	16/04/21	Completed 01/04/21	
	05.02.07	PPE to be checked.	RA, SE, BU	16/04/21		
	05.02.08	Signing in sheets and QR code printed.	RA, BU	16/04/21	Completed 01/04/21	
	05.03	Toilets / changing rooms open.	BU	17/04/21		

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	05.03.01	Volunteers to be confirmed for cleaning the toilets on Saturdays.	TBA	11/04/21		
	05.03.02	Cleaners organised for cleaning of Ladies and Mens changing room (Sun morning).	RA	16/04/21		
	05.04	Opening statement to be written and published to Members.	RA, SE, BU	11/04/21		Highlight: rigging area / rule of 6 / dates are subject to change / dogs short leads / tabs / sanitiser / toilets.
<b>06 Club Opening Step 3</b>						
	06	Club open for inside and outside customers for table service only. Times TBC.		TBC		
	06.01	Tables to be organised.	BU, SE, RA	17/05/21		
	06.01.01	Tables positioned for social distancing / rule of 6.	RA, SE, BU	17/05/21	Completed	
	06.01.02	All signage / hand gel / checked or replaced as required (tables inside).	RA, BU, PA	17/05/21		
	06.02	All areas cleaned - Cleaning schedule to be agreed and organised (possible need for volunteers).	RA, SE, BU	17/05/21		
<b>07 Club Opening Step 4</b>						
	07	TBC - All restrictions lifted.		TBC		

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