



Guidance Notes to Support the Phased Return of Commercial Charter Operations and Fully Serviced Sailing/Cruising Holidays Operating in and from Scottish Waters and to Support a Safe Return to Boating for Private Cruising Vessels and Leisure Users in these Waters. V3 Issued 3<sup>rd</sup> July 2020

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## COMMERCIAL OPERATORS

### 1. Introduction

The following guidelines have been developed and refined by Sail Scotland with input from member businesses across the charter and serviced sailing holiday sector operating in Scottish waters. It is recognised that due to the nature of the activities carried out by the sector, the current social distancing guidelines released by the Scottish Government dictate that any form of satisfactory business operations in this sector remain unfeasible in phase 1 and difficult throughout phases 2 and 3. Consequently, many operators have already chosen not to open in 2020 as, for them, the costs to open for business outweigh any return that can be made in a short season with hefty restrictions on normal operations in place. However, it should be stated that there are many other operators in this sector who would wish to salvage any remaining 2020 business opportunities and to get back to work as soon as practically possible whilst operating within the guidelines of both the UK and Scottish Governments. Every booking counts towards the survival of the businesses in this sector.

The principle of restricting travel to only essential purposes is designed to reduce the spread of infection and the possible additional pressure on emergency services. This overarching principle is reflected throughout the guidelines set out below.

**Every operator of bareboat charter, skippered charter and fully serviced sailing holidays operates to exacting and demanding MCA coding criteria thus ensuring commercially operated vessels are professionally maintained, equipped and serviced to continuing high standards.**

The aim of this General Guidance Document is:

- To provide shared general guidance to support operators to return to and safely engage in the business of commercial chartering and the provision of sailing holidays as soon as is responsible.
- To support businesses operating vessels commercially in the tourism sector in Scottish waters, including those based in other UK countries and non-UK flagged vessels.
- To adhere to and respect the National Guidelines and Routemap issued by the Scottish Government. (Phase 1 being in response to Guidelines dated 21<sup>st</sup> May and subsequent phase guidelines being subject to change.)
- To provide operators with an opportunity to input to shaping recovery guidelines for the sector.
- Provide guidance which will in turn help to advise the Scottish Government and agencies as they develop a set of safe and expert advised staged relaxation of controls relating to the Covid19 Pandemic.
- To promote safe sailing and economic activity across the bareboat charter, skippered charter, adventure sailing and commercial fully serviced live aboard sailing and cruising sector operating in Scottish waters.

**This document follows the guidance set out in the Scottish Government Covid-19 Routemap dated 21<sup>st</sup> May 2020.**

Following the Scottish Government announcement and publication of a Covid-19 Route Map on easing restrictions of lockdown, Sail Scotland is keen to support the Marine Tourism Industry plan with

an industry specific route map for the sailing charter, fully serviced skippered sailing and MV adventure sailing holiday sectors.

Government COVID-19 measures are vital to protecting health and wellbeing and to minimising pressure on frontline services.

**At all times operators MUST comply with Scottish Government and HSE Guidance and regulations to ensure the safety of customers and staff and meet the criteria set out in the Coronavirus (COVID-19): Tourism and Hospitality Sector Guidance. Safe and Compliant Work Places in the Tourism and Hospitality sector in Scotland.**

## 2. Principles of Going to Sea

The principles of going to sea remain the same and can be summarised as follows:

### **Apply the three C's: Be Considerate, Conservative and Consistent**

The 3 C's work together to ensure that boating can resume safely without putting any unnecessary pressure on front line services. For all those who wish to return to the sea for commercial or leisure purposes, we recommend that these principles are followed when taking to the water.

#### **Be Considerate:**

- Be mindful of the potential impact that you could have on the RNLI, front line services and other water users. Minimise any risk as much as possible. Think before you act.
- Consider the local area and whether there is a risk that you could impact on that area or put extra pressure on the RNLI or front-line services. For example, are you in a very remote location? Is the area very busy?
- Look out for others, for example families on beaches or people on other boats and think about how your activity could help or hinder them. Boaters should keep an eye out for others and be ready to assist in line with international maritime law if requested.

#### **Be Conservative:**

- Help to minimise risk by taking an extra conservative approach to safety. Always fully familiarise yourself with your craft, check your equipment, check the weather forecast and go through your plan for the day with your crew prior to leaving port.
- The RYA guidance on safety remains unchanged: **know your limits; look after yourself; keep in touch and above all have a plan.** As we start to get back on the water, we advise boaters to take an even more conservative approach. Boaters can err on the side of caution for example by setting additional wind limits or restricting their journeys.

#### **Be Consistent:**

- Stay consistent when following any existing safety protocols.
- Treat others consistently.
- A boater should continue to apply the [RYA's safety advice](#) consistently, but with additional consideration and respect for others.

### 3. Scottish Government COVID-19 Routemap

#### Scottish Government COVID-19 Routemap



	Lockdown	Phase 1	Phase 2	Phase 3	Phase 4
<b>Epidemic Status</b>	High transmission of the virus. Risk of overwhelming NHS capacity without significant restrictions in place.	High risk the virus is not yet contained. Continued risk of overwhelming NHS capacity without some restrictions in place.	Virus is controlled but risk of spreading remains. Focus is on containing outbreaks.	Virus has been suppressed. Continued focus on containing sporadic outbreaks.	Virus remains suppressed to very low levels and is no longer considered a significant threat to public health.
<b>Criteria/Conditions</b>	R is near or above 1 and there are a high number of infectious cases.	R is below 1 for at least 3 weeks and the number of infectious cases is starting to decline. Evidence of transmission being controlled also includes a sustained fall in supplementary measures including new infections, hospital admissions, ICU admissions, deaths or at least 3 weeks.	R is consistently below 1 and the number of infectious cases is showing a sustained decline. WHO six criteria for easing restrictions must be met. Any signs of resurgence are closely monitored as part of enhanced community surveillance.	R is consistently low and there is a further sustained decline in infectious cases. WHO six criteria for easing restrictions must continue to be met. Any signs of resurgence are closely monitored as part of enhanced community surveillance.	Virus is no longer considered a significant threat to public health.

	Lockdown	Phase 1	Phase 2	Phase 3	Phase 4
<b>Shopping, eating and drinking out</b>	Shopping for necessities, with distancing measures. Closure of non-essential retail, libraries and some indoor public spaces. Closure and restriction of businesses selling food or drink. Closure of outdoor markets.	Gradual re-opening of drive through food outlets. Garden centres and plant nurseries can reopen with physical distancing. Associated cafes should not reopen at this stage except for takeaway.	Previously closed small retail units can reopen with physical distancing. Outdoor markets with physical distancing, hygiene measures and controls on numbers of people within market. Pubs and restaurants can open outdoor spaces with physical distancing and increased hygiene routines.	Larger retail can reopen with physical distancing. Pubs and restaurants can open in indoor spaces with physical distancing and increased hygiene routines. Personal retail services including hairdressers open (with distancing and hygiene.)	All open with improved public health advice. Shop local still encouraged.
<b>Sport, culture and leisure activities</b>	Daily (unlimited) exercise. Closure of entertainment premises and leisure facilities. Closure of playgrounds. Closure of holiday accommodation.	Consistent with the rules and guidance that are applicable to any activity in this phase: Unrestricted outdoors exercise adhering to distancing measures. Non-contact, outdoor activities in your local areas e.g. golf, hiking, canoeing, outdoor swimming, angling.	Reopening of playgrounds and sports courts. Resumption of professional sport in line with public health advice.	Museums, galleries, libraries, cinemas open, subject to physical distancing and hygiene measures. Gyms open subject to physical distancing and hygiene measures. Relaxation of restrictions on accommodation providers. Live events permitted with restricted numbers and physical distancing restrictions.	Further relaxation of restrictions on live events in line with public health advice.

	Lockdown	Phase 1	Phase 2	Phase 3	Phase 4
<b>Seeing family and friends</b>	Strict physical distancing and hygiene measures. Contact should be within own household only. No public gatherings except for meetings of two people permitted. Self-isolation/household isolation if displaying symptoms. Shielding of very high risk individuals.	More outdoor activity permitted – such as being able to sit in the park, as long as physically distanced. Meeting up with another household outdoors, in small numbers, including in gardens, but with physical distancing required	Able to meet with larger groups including family and friends outside with physical distancing. Meeting people from another household indoors with physical distancing and hygiene measures.	Able to meet with people from more than one household indoors with physical distancing and hygiene measures.	Further relaxation on restrictions on gatherings. Continued importance of hygiene and public health emphasised.
<b>Getting around</b>	Stay at home with essential travel only, staying in local area. Active travel including walking and cycling in local area for daily exercise. Public transport operating with limited service and capacity with physical distancing. Passengers recommended to wear face coverings, only to travel for essential purposes and to avoid busy routes/periods.	Consistent with the reopening of workplaces set out in this phase, where home working is not possible businesses and organisations are encouraged to manage travel demand through staggered start times and flexible working patterns. Permitted to travel short distances for outdoor leisure and exercise but advice to stay within a short distance of your local community (broadly within 5 miles) and travel by walk, wheel and cycle where possible. International border health measures are introduced.	Consistent with the reopening of workplaces set out in this phase, where home working is not possible businesses and organisations are encouraged to manage travel demand through staggered start times and flexible working patterns. People are permitted to drive locally for leisure purposes. Public transport operating increased services but capacity still significantly limited to allow for physical distancing. Travel at peak times discouraged as far as possible. May be geographical differences depending on circumstances.	Can drive beyond local area for leisure and exercise purposes. Public transport operating full services but capacity still significantly limited to allow for physical distancing. Travel at peak times discouraged as far as possible. May be geographical differences depending on circumstances.	Public transport operating full service. Physical distancing may remain in place.

## 4. Guidelines for Commercial Boat Operators

**Commercial operators MUST comply at all times with Scottish Government, HSE Guidance and regulations, have in place robust risk assessments to ensure the safety of customers and staff, have appropriate insurance in place and meet the criteria set out in the**

**Coronavirus (COVID-19): Tourism and Hospitality Sector Guidance. Safe and Compliant Work Places in the Tourism and Hospitality sector in Scotland.**

Utilising the Scottish Government COVID-19 Routemap the following guidelines for safe and responsible operation have been developed for the charter and sailing holiday sector.

Phased Return To Commercial Charter and Fully Serviced Sailing Holidays: Key Principles			
Phase 1	Phase 2	Phase 3	Phase 4
NO COMMERCIAL CHARTER OPERATIONS	COMMERCIAL DAY SAILING MAY BE PERMITTED SUBJECT TO GUIDELINES RELEASED IN PHASE 2	COMMERCIAL CHARTER OPERATIONS MAY BE PERMITTED INCLUDING OVERNIGHT STAYS SUBJECT TO ANY GUIDELINES RELEASED IN PHASE 3	COMMERCIAL CHARTER OPERATIONS PERMITTED IN ACCORDANCE WITHIN STABILITY CATEGORY CODE 0-6.
Operators allowed to work on their boats under strict 2m social distancing and following the clear guidance provided at working marina facilities.	Operators may resume sailing from 3 <sup>rd</sup> July and work on their boats abiding by all phase 2 Government guidelines and social distancing rules. Operators should also follow any guidelines provided at marina and harbour facilities.	Operators may resume overnight tourism operations on their boats abiding by all phase 3 Government guidelines and social distancing rules. Operators should also follow any guidelines provided at marina and harbour facilities.	Full access to vessels and marina services subject to phase 4 Government Guidelines
No skippered charters permitted	For skippered charters, any paid skipper or crew will count as one family unit each if not from the same family. Physical distancing measures will still be in place.	For skippered charters, any paid skipper or crew will count as one family unit each if not from the same family. Physical distancing measures will still be in place.	Unrestricted use of vessel subject to Govt Guidelines and adhering to appropriate Code 0-6 category.
Personal leisure sailing is permitted.  Subject to phase 1 restrictions.	Personal leisure sailing is permitted.  Subject to phase 2 restrictions	Personal leisure sailing is permitted.  Subject to phase 3 restrictions	Personal leisure sailing is permitted.  Subject to phase 4 restrictions

## Embarkation and Disembarkation Port

As per Government stated restrictions (dates and conditions to be announced)

Initial briefing and directions given to charter parties to include clear messaging of:

- Know your limits.
- Stick to activities and locations which are within your comfort zone.
- Plan your day and choice of destination to meet the conditions set by each Phase laid out below.
- Have you completed a passage plan which is safe to execute?
- Ask yourself 3 questions before you set off:
  - Do I know what the weather will be like?
  - Do I have the right gear?
  - Do I have the knowledge and skills for the day?

Phase 1	Phase 2	Phase 3	Phase 4
No commercial Charter Operations	Travel to and from the embarkation and disembarkation point for all persons making up the sailing crew must at all times adhere to active Scottish Government guidelines in force on the day of departure.	Travel to and from the embarkation and disembarkation point for all persons making up the sailing crew must at all times adhere to active Scottish Government guidelines in force on the day of departure.	Travel to and from the embarkation and disembarkation point for all persons making up the sailing crew must at all times adhere to active Scottish Government guidelines in force on the day of departure.
No commercial Charter Operations	There may be limited marina facilities for changing/showering or toileting. Operators must advise clients prior to arrival as to the current situation and are best advised to arrive ready to go afloat.	There may be limited marina facilities for changing/showering or toileting. Operators must advise clients prior to arrival as to the current situation and are best advised to arrive ready to go afloat.	There may be limited marina facilities for changing/showering or toileting. Operators must advise clients prior to arrival as to the current situation.
No commercial Charter Operations	Handover briefings should be carried out outdoors wherever possible, on the pontoon or in the cockpit observing social distancing requirements in place at the time between operator and any customer.	Handover briefings should be carried out outdoors wherever possible, on the pontoon or in the cockpit observing social distancing requirements in place at the time between operator and any customer.	Handover briefings should be carried out outdoors wherever possible, on the pontoon or in the cockpit observing social distancing requirements in place at the time between operator and any customer.
No commercial Charter Operations	Copies of relevant partial boat operational manuals, master electrical switches (and management regimes), engine starting procedures and any relevant short video clips should be sent to the charter lead skipper in advance, in order to avoid the need for lengthy handover / safety briefings being carried out in the saloon, where possible.	Copies of relevant partial boat operational manuals, master electrical switches (and management regimes), engine starting procedures and any relevant short video clips should be sent to the charter lead skipper in advance, in order to avoid the need for lengthy handover / safety briefings being carried out in the saloon, where possible.	Copies of relevant partial boat operational manuals, master electrical switches (and management regimes), engine starting procedures and any relevant short video clips should be sent to the charter lead skipper in advance, in order to avoid the need for lengthy handover / safety briefings being carried out in the saloon, where possible.
No commercial Charter Operations	Any paperwork required to be completed in charter offices will be restricted to one person from the charter party attending only.	Any paperwork required to be completed in charter offices will be restricted to clients from a single household from the charter party attending only.	Any paperwork required to be completed in charter offices will be restricted to clients from a household from the charter party attending only.

No commercial Charter Operations	Posters will be onboard to remind the crew of the guidelines regarding protecting yourselves against Coronavirus.	Posters will be onboard to remind the crew of the guidelines regarding protecting yourselves against Coronavirus.	Posters will be onboard to remind the crew of the guidelines regarding protecting yourselves against Coronavirus.
Operators must ensure there are clear unambiguous terms and conditions around refund policies in light of changing circumstances resulting from amendments to Govt Guidelines.	Operators should ensure there are clear unambiguous terms and conditions around refund policies in light of changing circumstances resulting from amendments to Govt Guidelines.	Operators should ensure there are clear unambiguous terms and conditions around refund policies in light of changing circumstances resulting from amendments to Govt Guidelines.	Operators should ensure there are clear unambiguous terms and conditions around refund policies in light of changing circumstances resulting from amendments to Govt Guidelines.
<b>At Sea</b> As per Government stated restrictions (dates and conditions to be announced)			
<b>Phase 1</b>	<b>Phase 2</b>	<b>Phase 3</b>	<b>Phase 4</b>
No commercial Charter Operations	<p>Vessels sailing under a UK flag or operating commercially in UK waters can land at harbours, marinas and moorings only with prior permission from the operator. (See Respecting Destinations)</p> <p>Overnight stays and passages during hours of darkness permitted</p> <p>Anchoring en-route and overnight is permitted. Vessels must respect local restrictions at all times (See Respecting Destinations)</p>	<p>Vessels sailing under a UK flag or operating commercially in UK waters can land at harbours, marinas and moorings only with prior permission from the operator. (See Respecting Destinations)</p> <p>Overnight stays and passages during hours of darkness permitted</p> <p>Anchoring en-route and overnight is permitted. Vessels must respect local restrictions at all times (See Respecting Destinations)</p>	<p>Vessels sailing under a UK flag or operating commercially in UK waters can land at harbours, marinas and moorings, only with prior permission from the operator. (See Destinations)</p> <p>Overnight stays and passages during hours of darkness permitted</p>
No commercial Charter Operations	Maximum distance away from port of safe refuge or anchorage must adhere to appropriate MCA Coding (0-6 category).	Maximum distance away from port of safe refuge or anchorage must adhere to appropriate MCA Coding (0-6 category).	Maximum distance away from port of safe refuge or anchorage must adhere to appropriate MCA Coding (0-6 category).
No commercial Charter Operations	Any paid skipper or crew counts as one family unit each if not from the same family. Physical distancing measures will still be in place.	Any paid skipper or crew counts as one family unit each if not from the same family. Physical distancing measures will still be in place.	Physical distancing measures in place at time passage will be respected at all times.

No commercial Charter Operations	As social distancing cannot be constantly maintained, for safety reasons clients and staff may be asked to wear a face covering when not resting in their bunk or not at the current recommended social distancing distance from crewmates.	As social distancing cannot be constantly maintained, for safety reasons clients and staff may be asked to wear a face covering when not resting in their bunk or not at the current recommended social distancing distance from crewmates.	As social distancing cannot be constantly maintained, for safety reasons clients and staff may be asked to wear a face covering when not resting in their bunk or not at the current recommended social distancing distance from crewmates.
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<b>On Board</b>			
Restrictions will be based around the Scottish Government socialising between family and non-family members.			
<b>Phase 1</b>	<b>Phase 2</b>	<b>Phase 3</b>	<b>Phase 4</b>
<b>Cleaning</b>			
No commercial charter operations	Staff to follow Government guidelines to minimise the risk of spread of the virus and to carry hand sanitiser for use when not in a position to use soap and water.	Staff to follow Government guidelines to minimise the risk of spread of the virus and to carry hand sanitiser for use when not in a position to use soap and water.	Staff to follow Government guidelines to minimise the risk of spread of the virus and to carry hand sanitiser for use when not in a position to use soap and water.
No commercial charter operations	In addition to the normal valeting procedures which include the use of anti-bacterial cleaner, on the day of your charter all surfaces should be wiped down with disinfectant, including:- Saloon, Galley, Toilet, door handles and Handrails.	In addition to the normal valeting procedures which include the use of anti-bacterial cleaner, on the day of your charter all surfaces should be wiped down with disinfectant, including:- Saloon, Galley, Toilet, door handles and Handrails	Appropriate high standards of vessel cleaning followed
No commercial charter operations	Anti-bacterial alcohol-based spray surface cleaner to be on board each yacht for client use during charter.	Anti-bacterial alcohol-based spray surface cleaner to be on board each yacht for client use during charter.	Anti-bacterial alcohol-based spray surface cleaner to be on board each yacht for client use during charter.
No commercial charter operations	Where it is not possible to sanitise equipment due to manufacturer guidance, items should remain in an isolated location for no less than 72 hours before being reissued for use."	Where it is not possible to sanitise equipment due to manufacturer guidance, items should remain in an isolated location for no less than 72 hours before being reissued for use."	

Equipment			
No commercial charter operations	All navigational tools and instruments should be sanitised between charters, including winch handles and commonly used items.	All navigational tools and instruments should be sanitised between charters, including winch handles and commonly used items.	All navigational tools and instruments should be sanitised between charters, including winch handles and commonly used items.
Clothing and bedding			
No commercial charter operations	Waterproofs and other hire items should be stored (where possible) for 72 hours prior to next usage. Where this is not possible, they should be sanitised appropriately before redistribution.	Waterproofs and other hire items should be stored (where possible) for 72 hours prior to next usage. Where this is not possible, they should be sanitised appropriately before redistribution.	Waterproofs and other hire items should be stored (where possible) for 72 hours prior to next usage. Where this is not possible, they should be sanitised appropriately before redistribution.
	No Pillows or bed covers to be provided.	Pillows and bed covers, where provided, are to be replaced on any back to back charters. Otherwise a 72-hour period will be allowed to pass before new charter use.	Pillows and bed covers, where provided, will be replaced on any back to back charters. Otherwise a 72-hour period will be allowed to pass before new charter use.
Safety Equipment			
No commercial charter operations	Where possible, lifejackets and lifelines will be rotated in order that there is a period of 72 hours elapsed before use by a new crew member.  If a 72 hour period has not elapsed, lifejackets and lifelines should be treated with suitable antibacterial spray and thoroughly wiped down before being re-issued.	Where possible, lifejackets and lifelines will be rotated in order that there is a period of 72 hours elapsed before use by a new crew member.  If a 72 hour period has not elapsed, lifejackets and lifelines should be treated with suitable antibacterial spray and thoroughly wiped down before being re-issued.	Where possible, lifejackets and lifelines will be rotated in order that there is a period of 72 hours elapsed before use by a new crew member.  If a 72 hour period has not elapsed, lifejackets and lifelines should be treated with suitable antibacterial spray and thoroughly wiped down before being re-issued.

## Respecting Destinations

Subject to current Government guidelines. The process of being allowed to visit destinations and use their infrastructure and shore facilities is an evolving situation and there may be geographical differences depending upon circumstances.

This section provides general guidance. Those responsible for or in control of a vessel must familiarise themselves with ongoing local restrictions on a destination by destination basis. As restrictions can change quickly this should form part of any daily passage plan preparation.

Above all, vessels and crews should respect the wishes of local residents in terms of landing and local restrictions. This applies both in terms of any restrictions in place in remote locations and in terms of regulations set by individual marina, harbour or moorings operator authorities.

<p>No commercial charter operations.</p>	<p>Vessels can anchor/pick up a mooring and MUST follow all local access guidance. This may be subject to geographical differences depending upon circumstances.</p> <p>Gloves must be worn and appropriate cleaning measures should be followed at all times when handling mooring or berthing equipment.</p>	<p>Vessels can anchor/pick up a mooring and MUST follow all local access guidance. This may be subject to geographical differences depending upon circumstances.</p> <p>Gloves must be worn and appropriate cleaning measures should be followed at all times when handling mooring or berthing equipment.</p>	<p>Vessels can anchor/pick up a mooring and MUST follow all local access guidance. This may be subject to geographical differences depending upon circumstances.</p> <p>Gloves must be worn and appropriate cleaning measures should be followed at all times when handling mooring or berthing equipment.</p>
<p>No commercial charter operations.</p>	<p>Vessels can berth at a marina but should do so only after prior approval and allocation of a berth by the operating authority of the facility. Crew and guests must adhere to local guidelines regarding ability to leave the vessel. Crews must use shore side facilities in line with government guidelines in force at the time.</p>	<p>Vessels can berth at a marina but should do so only after prior approval and allocation of a berth by the operating authority of the facility. Crew and guests must adhere to local guidelines regarding ability to leave the vessel. Crews must use shore side facilities in line with government guidelines in force at the time.</p>	<p>Vessels can berth at a marina but should do so only after prior approval and allocation of a berth by the operating authority of the facility. Crew and guests must adhere to local guidelines regarding ability to leave the vessel. Crews must use shore side facilities in line with government guidelines in force at the time.</p>
<p>No commercial charter operations.</p>	<p>Charter company will endeavour to provide a list of destinations which they know are 'out of bounds' in relation to the cruising grounds at the commencement of the charter period. This will be updated on an ongoing basis.</p>	<p>Charter company will endeavour to provide a list of destinations which they know are 'out of bounds' in relation to the cruising grounds at the commencement of the charter period. This will be updated on an ongoing basis.</p>	<p>Charter company will endeavour to provide a list of destinations which they know are 'out of bounds' in relation to the cruising grounds at the commencement of the charter period. This will be updated on an ongoing basis.</p>

## 5. General Guidelines for Commercial Operators

### Guidance for operators in the arena of yacht charter and sailing holidays.

**At all times operators MUST follow Government & HSE guidelines and check with insurance companies as to the ability to safely operate for both staff and customers within current regulations and have in place robust risk assessments.**

#### HAND HYGIENE

- All staff must wash and sanitise their hands regularly.
- All employees should wash their hands regularly with antibacterial soap and water or carry out hand disinfection with suitable hand sanitiser. This is particularly the case after arrival at the workplace, before and after handling the guest equipment (providing and supplying the equipment for the participants), before and after breaks and at the end of the working day.
- Setting up hand hygiene stations: All employees and customers must be able to disinfect their hands with a hand disinfectant or wash them with soap upon arrival. Employees and guests should be advised to cover wounds on the fingers or wear protective gloves.

#### KEEP YOUR DISTANCE

- Staff and customers should avoid physical contact at all times (e.g. no greeting by shaking hands) and keep to the current social distancing rules.
- Should the company operate from an office premises:
  - Where possible, working from home is recommended.
  - Sufficient distance between workstations should be ensured.
  - Cashless payment via advance payment by credit card or bank transfer is advised.
  - Use of plexiglass panels at reception areas is to be considered.
  - If necessary, work areas should be defined by activity: reception, greeting, material handover / handover, briefing, moving, saying goodbye.
  - If possible, move activities outdoors, otherwise limit capacity so that sufficient distance can be kept.
  - When using communal changing rooms, floor markings can be utilised in order to facilitate social distancing.
  - Equipment distribution should be made by providing the equipment at a sufficient distance, or by laying out equipment for customers to collect.

## **CLEANING**

- Appropriate PPE should be provided to cleaning staff.
- Appropriate, regular cleaning of surfaces and objects after use is required, especially if they are touched by several people.
- Safe disposal of waste and safe handling of work clothing should be enforced.
- Ventilation: ensure regular and adequate air flow in work rooms (e.g. ventilate several times a day for approx. 10 minutes).
- Regularly clean and sanitise the premises, especially the toilet facilities and changing rooms.
- Regularly clean and sanitise work surfaces, keyboards, telephones, credit card terminals etc. with a suitable antibacterial cleaning agent.
- Regularly clean and sanitise door handles, coffee machines and other objects that are often touched by several people.
- Food & beverages for the employees: Do not share cups, glasses, dishes, and utensils. Also ensure that all dishware, glassware, drinking vessels and cutlery are washed thoroughly with washing up liquid and hot water after use.
- Food & beverages for the guests: as an exception consider use of disposable goods (cups, dishes, etc.).
- Regularly empty waste bins (especially for hand towels).
- Avoid touching waste; always use tools (broom, shovel, etc.), wear gloves when handling waste and dispose of them immediately after use.
- Regularly clean equipment such as life jackets, harnesses etc. with suitable antibacterial products. Equipment should be cleaned after each use or not be re-used for 72 hours.
- Waterproofs and other hire items should be stored (where possible) for 72 hours prior to next usage. Where this is not possible, they should be cleaned appropriately before redistribution.
- Equipment such as waterproofs and lifejackets should not be swapped between participants during a charter.

## **PARTICULARLY VULNERABLE PEOPLE**

- Particularly vulnerable people are asked to continue to follow the protective measures of the national health authorities and stay at home whenever possible.
- Customers with increased risk or significant health issues should be advised not to participate at this time.

## 6. UK Govt 5 step plan to working safely during Covid-19 (4<sup>th</sup> June 2020)

Practical actions for businesses to take based on 5 main steps.

Make sure you read all the guides relevant to your workplace. Each guide has specific actions for businesses to take based on these steps. Further guidance will be published as more businesses are able to reopen.

### 1. Carry out a COVID-19 risk assessment

Before restarting work, you should ensure the safety of the workplace by:

- carrying out a risk assessment in line with the [HSE guidance](#)
- consulting with your workers or trade unions
- sharing the results of the risk assessment with your workforce and on your website

### 2. Develop cleaning, handwashing and hygiene procedures

You should increase the frequency of handwashing and surface cleaning by:

- encouraging people to follow the [guidance on hand washing and hygiene](#)
- providing hand sanitiser around the workplace, in addition to washrooms
- frequently cleaning and disinfecting objects and surfaces that are touched regularly
- enhancing cleaning for busy areas
- setting clear use and cleaning guidance for toilets
- providing hand drying facilities – either paper towels or electrical dryers

### 3. Help people to work from home

You should take all reasonable steps to help people work from home by:

- discussing home working arrangements
- ensuring they have the right equipment, for example remote access to work systems
- including them in all necessary communications
- looking after their physical and mental wellbeing

### 4. Maintain 2m social distancing, where possible

Where possible, you should maintain 2m between people by:

- putting up signs to remind workers and visitors of social distancing guidance
- avoiding sharing workstations
- using floor tape or paint to mark areas to help people keep to a 2m distance
- arranging one-way traffic through the workplace if possible

- switching to seeing visitors by appointment only if possible

## **5. Where people cannot be 2m apart, manage transmission risk**

Where it's not possible for people to be 2m apart, you should do everything practical to manage the transmission risk by:

- considering whether an activity needs to continue for the business to operate
- keeping the activity time involved as short as possible
- using screens or barriers to separate people from each other
- using back-to-back or side-to-side working whenever possible
- staggering arrival and departure times
- reducing the number of people each person has contact with by using 'fixed teams or partnering'

## **7. Areas of Operation for Coded Vessels (For Information)**

Commercial vessels operations are subject to their current coding category. There are seven area categories:

- Area Category 6 – To sea, within 3 miles from a nominated departure point(s) named in the certificate and never more than 3 miles from land, in favourable weather and daylight.
- Area Category 5 – To sea, within 20 miles from a nominated departure point named in the certificate in favourable weather and daylight.
- Area Category 4 – Up to 20 miles from a safe haven, in favourable weather and in daylight.
- Area Category 3 – Up to 20 miles from a safe haven.
- Area Category 2 – Up to 60 miles from a safe haven.
- Area Category 1 – Up to 150 miles from a safe haven.
- Area Category 0 – Unrestricted service.

## PRIVATE CRUISING VESSELS AND LEISURE USERS

### 1. Introduction

The following is provided as a set of guidelines to allow for safe participation in leisure cruising and boating. This guidance also makes clear statements regarding the need for the skipper and crew of any vessel to abide by all current travel, social distancing and meetings and gatherings restrictions. It also highlights the importance of respecting the wishes of local communities and abiding by any restrictions in place concerning accessing destinations, anchorages, moorings and harbours. The principle of restricting travel to only essential purposes is designed to reduce the spread of infection and the possible additional pressure on emergency services. This overarching principle is reflected throughout the guidelines set out below.

The aim of this Section of the General Guidance Document is:

- To provide shared general guidance supporting a safe and responsible return to leisure cruising and boating in Scotland.
- To adhere to and respect the National Guidelines and Routemap issued by the Scottish Government. (Phase 1 being in response to Guidelines dated 21<sup>st</sup> May and subsequent phase guidelines being subject to change at time of review and publication.)
- Such guidance will in turn advise the Scottish Government and agencies as it develops a set of safe and expert advised staged relaxation of controls around the Covid19 Pandemic.

**At all times operators in charge of leisure vessels MUST comply with Scottish Government Guidelines in place at the time of a planned voyage.**

This general introduction should be read in conjunction with guidelines published by [RYA Scotland](#).

#### **Travel restrictions.**

At all times users must adhere to any Scottish Government travel restrictions that are in place at the time of the planned voyage.

#### **Meeting others and public gatherings.**

At all times users must adhere to any Scottish Government meetings or gatherings restrictions that are in place at the time of the planned voyage.

#### **General RYA principles applying to all boating activity:**

##### **Skippers must always follow Government advice – [Scottish Government](#)**

- The COVID-19 preventative measures are vital to protecting health and wellbeing and to minimising pressure on frontline services. We have a collective and individual role to play by following the Government guidelines.

**We will, as a boating community, take a considerate and conservative approach**

- **Considerate of others:** be mindful of the potential impact that you could have on other water users and local communities. Do not place unnecessary extra strain on the RNLI and emergency services.
- **Conservative of risk:** help to minimise risk by taking an extra conservative approach to your boating activities.

**Yacht Sailing/ Motor Boating (Cruising / Canal boating):**

- Physical distancing applies to all activities of arriving, rowing out / walking along pontoons.
- Regarding the make-up of your crew you must at all times adhere to any Scottish Government meetings or gatherings restrictions that are in place at the time of the planned voyage.
- Your passage plan must at all times adhere to the restrictions detailed in this document under; Embarkation, At Sea and Respecting the Destination.
- Check your boat over thoroughly – it has not been used for some time.
- Pay particular attention to your engine and fuel system.

**Club / Marina based boats:**

- Be aware that your marina is trying to provide you and their staff with a safe environment to be Covid secure. They may not be ready to welcome customers yet. Contact your marina manager to find out if they are open and what measures they will require of you.
- There will be no club or marina facilities for changing/showering or toileting so arrive ready to go afloat.

**Powerboating (RIBS / Sports boats / PWCs)**

- Physical distancing applies to arriving, setting up, launching and recovery.
- There will be no club facilities for changing/showering or toileting so arrive ready to go afloat.
- Regarding the make-up of your crew you must at all times adhere to any Scottish Government meetings or gatherings restrictions that are in place at the time of the planned voyage.
- Your passage plan must at all times adhere to the restrictions detailed in this document under; Embarkation & Disembarkation at Home Port, At Sea and Respecting the Destination.
- Check your boat/PWC over thoroughly – it has not been used for some time.
- Pay particular attention to your engine and fuel system. Use fresh fuel.
- We recommend setting out / riding with others to ensure safety but be mindful of physical distancing.

## 2. Principles of Going to Sea

The principles of going to sea remain the same and can be summarised as follows:

### Apply the three C's: Be Considerate, Conservative and Consistent

The 3 C's work together to ensure that boating can resume safely without putting any unnecessary pressure on front line services. For all those who wish to return to the sea for commercial or leisure purposes, we recommend that these principles are followed when taking to the water.

#### Be Considerate:

- Be mindful of the potential impact that you could have on the RNLI, front line services and other water users. Minimise any risk as much as possible. Think before you act.
- Consider the local area and whether there is a risk that you could impact on that area or put extra pressure on the RNLI or front-line services. For example, are you in a very remote location? Is the area very busy?
- Look out for others, for example families on beaches or people on other boats and think about how your activity could help or hinder them. Boaters should keep an eye out for others and be ready to assist in line with international maritime law if requested.

#### Be Conservative:

- Help to minimise risk by taking an extra conservative approach to safety. Always fully familiarise yourself with your craft, check your equipment, check the weather forecast and go through your plan for the day with your crew prior to leaving port.
- The RYA guidance on safety remains unchanged: **know your limits; look after yourself; keep in touch and above all have a plan**. As we start to get back on the water, we advise boaters to take an even more conservative approach. Boaters can err on the side of caution for example by setting additional wind limits or restricting their journeys.

#### Be Consistent:

- Stay consistent when following any existing safety protocols.
- Treat others consistently.
- A boater should continue to apply the [RYA's safety advice](#) consistently, but with additional consideration and respect for others.

### 3. Embarkation and Disembarkation Port

Travel to points of embarkation and from points of disembarkation will be governed by the government travel restrictions as at the time of voyage.

Above all, you MUST recognise and abide by any restrictions imposed by the marina operator/authority.

Those in charge of the vessel should reflect the points below in any passage plan;

- Know your limits.
- Stick to activities and locations which are within your comfort zone.
- Plan your day and choice of destination to meet the conditions set by each Phase laid out below.
- Have you completed a passage plan which is safe to execute?
- Ask yourself 3 questions before you set off:
  - Do I know what the weather will be like?
  - Do I have the right gear?
  - Do I have the knowledge and skills for the day?

	Phase 2	Phase 3	Phase 4
<b>Travel</b>	Travel to and from the embarkation and disembarkation point for all persons making up the sailing crew must at all times adhere to active Scottish Government guidelines in force on the day of planned voyage.	Travel to and from the embarkation and disembarkation point for all persons making up the sailing crew must at all times adhere to active Scottish Government guidelines in force on the day of planned voyage.	Travel to and from the embarkation and disembarkation point for all persons making up the sailing crew must at all times adhere to active Scottish Government guidelines in force on the day of planned voyage.
<b>Marina Facilities</b>	There may be limited marina facilities for changing/showering or toileting. Skippers should ensure that advance contact is made with any marina or shore-based contacts at your home location in order that the current status of that location is fully understood, and any restrictions may be allowed for.	There may be limited marina facilities for changing/showering or toileting. Skippers should ensure that advance contact is made with any marina or shore-based contacts at your home location in order that the current status of that location is fully understood, and any restrictions may be allowed for.	There may be limited marina facilities for changing/showering or toileting. Skippers should ensure that advance contact is made with any marina or shore-based contacts at your home location in order that the current status of that location is fully understood, and any restrictions may be allowed for.
<b>Marina Staff</b>	Any interaction with marina staff/marina facilities must be carried out abiding by the terms of their COVID-19 operating arrangements and risk assessment and at all times maintaining correct current social distancing between you and any other facility user or operator.	Any interaction with marina staff/marina facilities must be carried out abiding by the terms of their COVID-19 operating arrangements and risk assessment and at all times maintaining correct current social distancing between you and any other facility user or operator.	Any interaction with marina staff/facilities must be carried out abiding by the terms of their Covid-19 operating arrangements and risk assessment and at all times maintaining correct current social distancing between you and any other facility user or operator.

## 4. At Sea and Respecting the Destination

<p>This section provides general guidance. Those responsible for or in control of a vessel must familiarise themselves with ongoing local restrictions on a destination by destination basis. As restrictions can change quickly this should form part of any daily passage plan preparation and subject to current Government guidelines. The process of being allowed to visit destinations and use their infrastructure and shore facilities is an evolving situation and there may be geographical differences depending upon circumstances. Above all, vessels and crews should respect the wishes of local residents in terms of landing and local restrictions. This applies both in terms of any restrictions in place in remote locations and in terms of regulations set by individual marina, harbour or moorings operator authorities.</p>			
	<b>Phase 2</b>	<b>Phase 3</b>	<b>Phase 4</b>
<b>Your Destination</b>	The Skipper of a vessel must respect the wishes of the planned destination and consider any destination as to their current status. This information may be obtained by internet searches and with the assistance of marinas and tourism organisations and should be included in any passage plan made for the cruise. If in doubt do not include the destination in your passage plan.	The Skipper of a vessel must respect the wishes of the planned destination and consider any destination as to their current status. This information may be obtained by internet searches and with the assistance of marinas and tourism organisations and should be included in any passage plan made for the cruise. If in doubt do not include the destination in your passage plan.	The Skipper of a vessel must respect the wishes of the planned destination and consider any destination as to their current status. This information may be obtained by internet searches and with the assistance of marinas and tourism organisations and should be included in any passage plan made for the cruise. If in doubt do not include the destination in your passage plan.
<b>Sailing Area</b>	Vessels can anchor/pick up a mooring and MUST follow local access guidance that may be subject to geographical differences depending upon circumstances.	Vessels can anchor/pick up a mooring and MUST follow local access guidance that may be subject to geographical differences depending upon circumstances.	Vessels can anchor/pick up a mooring and MUST follow local access guidance that may be subject to geographical differences depending upon circumstances. Sailing activities may resume without limits.
<b>Overnight</b>	Overnight stays and passages during hours of darkness permitted	Overnight stays and passages during hours of darkness permitted	Overnight stays and passages during hours of darkness permitted.
<b>Daytime anchoring</b>	Anchoring en-route is permitted for short periods but crew are not permitted to go ashore.	Anchoring en-route and overnight is permitted and at all times must respect local restrictions.	Anchoring en-route and overnight is permitted and at all times must respect local restrictions.
<b>Handling moorings</b>	Gloves must be worn and appropriate cleaning measures to be followed at all times when handling mooring or berthing equipment.	Gloves must be worn and appropriate cleaning measures to be followed at all times when handling mooring or berthing equipment.	Gloves must be worn and appropriate cleaning measures to be followed at all times when handling mooring or berthing equipment.
<b>Berthing</b>	Vessels may be allowed to berth at a marina but should do so only after prior approval by the operating authority of the facility. Crew and guests will be subject to local restrictions and use shore side facilities in line with government guidelines in force at the time.	Vessels can berth at a marina but should do so only after prior approval and allocation of a berth by the operating authority of the facility. Crew and guests must adhere to local guidelines regarding ability to leave the vessel that will be subject to geographical differences depending upon circumstances.	Vessels can berth at a marina but should do so only after prior approval and allocation of a berth by the operating authority of the facility. Crew and guests must adhere to local guidelines regarding ability to leave the vessel that will be subject to geographical differences depending upon circumstances.