



# PURE DIVING

## GRENADA SCUBADIVING ASSOCIATION COVID-19 OPERATING GUIDELINES

VERSION 3: 20<sup>TH</sup> May 2020

These guidelines have been developed by the Grenada Scuba Diving Association to enable member businesses to resume operations and subsequently continue to operate in a manner which is safe for their team members, clients and the wider community.

They have been written following International standards on operating protocols being applied in developed scuba diving locations as well as guidance from Grenada Ministry of Health, WHO, DAN, DEMA and scuba training agencies including PADI (Professional Association of Diving Instructors) and SSI (Scuba Schools International).

Other industry sectors in Grenada who are further advanced in the re-opening process have provided valuable guidance and advice on the scope of the document, how to address some specific challenges and sources of information.

The GSDA is attempting to find a pragmatic balance between excessively rigid requirements and exposing employees, clients and the wider community to risk.

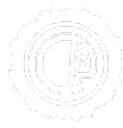
These guidelines are intended to provide baseline recommendations for each member business to expand upon and implement in a manner which is controllable and replicable within their own operation. These guidelines address the specific day-to-day operational, logistical and safety concerns within our sector. These guidelines are considered the minimum standard on which members will build.



# PURE DIVING

## Table of Contents

1	Mission:.....	3
2	Objective:.....	3
3	Risk Mitigation Controls:.....	3
3.1	Dive Facility Operational Controls.....	3
3.1.1	Site Access.....	3
3.1.2	Social Distancing.....	3
3.1.3	Sanitization.....	3
3.1.4	Staff Awareness.....	4
3.1.5	Client Awareness.....	4
3.1.6	Business Responsibilities.....	4
3.2	Dive Boat Operational Controls.....	5
3.2.1	Boat Access and Loading.....	5
3.2.2	Social Distancing.....	5
3.2.3	Sanitization.....	6
3.2.4	Boat Disembarkation and unloading.....	6
3.2.5	Other Risk Mitigation Controls.....	6
3.3	Dive Facility ‘End of Day’ Operational Controls.....	6
4	Notifications:.....	7
5	Dive Facility Administration Controls:.....	7
5.1	Back Office and Administration.....	7
5.2	Front Office and Customer Service:.....	7
5.3	Retail Shops.....	8
5.4	Workshops.....	8
6	Staff:.....	9
6.1	Pre-Opening Briefing.....	9
6.2	Staff Safety Equipment.....	9
6.3	Lunch Arrangements.....	9
6.4	Health Monitoring.....	9
7	In Case of Symptoms.....	10



# Covid-19 Operating Protocol

## **1 Mission:**

To provide guidance to scuba diving operations, their staff and clients on effective controls implemented to manage the ongoing threat of Covid-19

## **2 Objective:**

The primary objective is to create an easy to understand structure that can be implemented at each dive operation which minimizes the risk of contagion from Covid-19 to our clients, our team members and other members of the public.

## **3 Risk Mitigation Controls:**

Each Scuba diving operation has three distinct areas where work is undertaken and where mitigating controls are required to ensure the safety of staff, clients and the general public. For each of these work areas the following protocols shall be adopted.

### ***3.1 Dive Facility Operational Controls***

#### **3.1.1 Site Access**

Operators are required to control and limit the number of people on site at any one time, respecting the Governments requirements for social distancing. Anyone who has or may have symptoms, or have been exposed to any infectious disease, whether that be a staff member or client, must not enter the facility, must self-isolate until healthy and clear according to medical advice.

#### **3.1.2 Social Distancing**

Physical distancing is a minimum of 6 feet within any dive facility or when transiting from the facility to the boat. This should be applied at all times and in all cases and applies to all businesses and individuals within the diving business. Distance markers are to be placed in areas where people may congregate to ensure appropriate distances exist between people.

Everyone (including management) must wear a face covering or mask and ensure that anyone they interact with such as other contractors & clients does the same.

#### **3.1.3 Sanitization**

Sanitization measures must be in place for:

- staff, clients and visitors to the premises
- business premises
- Scuba diving equipment
- Boats



This should include the disinfection of breathing equipment after each use and the removal from use of any communal mask or regulator rinsing facilities.

### **3.1.4 Staff Awareness**

Employers must ensure all employees are aware of the guidelines, plus any guidelines applicable specifically to the business. Employers should also reinforce and remind employees of national regulations and guidelines and update them with any pertinent changes. Employees should be aware that non-compliance at work may be a disciplinary matter, and may result in removal from the business without remuneration.

Employers should strive to ensure an environment where employees are comfortable to report symptoms and be clear victimization or bullying in this event will not be tolerated.

Employers should also make efforts to encourage employees to share concerns on their general health – physical and mental – with an appropriate person within or outside the business.

### **3.1.5 Client Awareness**

As a client-facing sector, diving businesses should reinforce International and national regulations and GSDA guidelines in their dealings with clients and advise them of any guidelines applicable specifically to them during their time with our operations. This should best be done before travel and can include reminders in email and telephone contact with clients.

Communication of specific controls and requirements must be clearly communicated with each client as part of a facility briefing upon arrival. Customers who are non-compliant with these guidelines shall be excluded from the business premises.

### **3.1.6 Business Responsibilities**

A diving business should nominate one person of senior level, such owner or general manager, to ensure guidelines are understood and applied. This person may delegate operational responsibility to an employee. Businesses should also advise the GSDA of suggested improvements, amendments and updates to these guidelines as it is envisaged, they will change over time.

This person should determine how guidelines will be implemented prior to business opening and be prepared to demonstrate this. They must ensure guidelines continue to be followed.

Business owners shall ensure they keep up to date with latest health guidelines, and check that their staff also know how to access reliable sources of information – Ministry of Health Grenada, GIS, WHO, GHTA etc.

Businesses should be aware of record-keeping required to ensure relevant information is available for contact tracing in the event of an employee or potential work contact experiencing symptoms or testing positive for Covid19.



## PURE DIVING

### **3.2 Dive Boat Operational Controls**

#### **3.2.1 Boat Access and Loading**

Operators are required to control and limit the number of people on a dive boat at any one time, respecting the Governments requirements for social distancing. Carrying capacity of each boat during this time will be determined on an operator by operator basis based on the layout and tank carrying capacity of their boats, but following a strict spacing policy outlined below.

Equipment shall be loaded onto the boats by staff and arranged to maximize free space around each person on the boat. Each person shall then be assigned their individual space on board.

Anyone who has or may have symptoms, or have been exposed to any infectious disease, whether that be a staff member or client, must not board the boat, must self-isolate until healthy and clear according to medical advice.

#### **3.2.2 Social Distancing**

Boat operators have to assure social distancing standards on their vessels.

- **Sanitization:** Measures must be in place for ensuring all safety equipment and hard surfaces on the boat are disinfected prior to operation, during operation and at the completion of any operational activity.
- **Placement:** Each person on the boat shall be assigned a personal 'spot'. Upon boarding the boat, they shall be guided to their spot, where they shall remain until invited to enter the water. Spots shall consist of the space in front of a dive bench which would be occupied by two standard 12 liter / 80cuft scuba tanks. Each spot shall be located at least 6 feet from the next spot, either side by side or across the beam of the boat. Dive buddies from the same residence shall be permitted to have spots next to each other.
- **Facemasks:** Every person on the boat shall be required to wear a protective face cover at all times on the boat, unless they have replaced or are in the process of replacing their protective face mask with a scuba mask and regulator. A face covering of some kind shall be in place at all times.
- **Communal Rinsing Facilities:** Rinsing facilities for masks, snorkels and regulators shall not be used during this period of control for Covid-19. Fresh water rinse buckets/bowls shall be removed from dive boats where possible, or contain no water. This is to avoid the risk of cross-contamination from masks or other close contact equipment.
- **Entry and Egress from the Water:** Each person will don their own equipment and perform pre-dive safety checks whilst seated. When fully prepared, they will be invited by the crew to enter the water in a safe manner for the dive site. At the end of each dive, all divers shall ensure their masks remain on and their regulators remain in their mouths until they have gained access to the boat and are re-seated in their spots. Once a diver is back in their assigned spot, they can remove their regulator and mask and immediately replace their personal face covering. If removing equipment in the water the divers should have



an appropriate face cover and remain sufficiently distanced from other divers and crew when not using a regulator.

### **3.2.3 Sanitization**

As with dive facilities, sanitization measures must be in place for:

- staff, clients and visitors to the premises
- business premises
- Scuba diving equipment
- Boats

### **3.2.4 Boat Disembarkation and unloading**

As dive boats return to each dive facility, each passenger shall remain seated in their spot. Upon arrival the crew will safely moor each dive boat and ensure appropriate disembarkation equipment is in place.

Each passenger shall be invited to remove their regulator from their scuba unit, and together with their personal masks and any other equipment leave the boat. Dive tanks other equipment will be unloaded from the boat by dive crew.

Each passenger will be required to personally rinse and disinfect their regulators and masks immediately upon arrival at the dive facility. Other equipment shall be rinsed using appropriate disinfectant prior to being dried and stored.

### **3.2.5 Other Risk Mitigation Controls**

Additional controls may be applied within each dive operation and on each dive boat as is deemed appropriate by management and crew within each facility. Other controls may include:

- Recommendation for each participant to bring their own re-usable drinks container and drinks and/or snacks for consumption on the boat
- If rental equipment is being used, making provision for the purchase and fitting of new mouthpieces which the client could keep with them post dive
- During training dives, instructors and crew will adhere to the safe guidelines for teaching as provided by their respective training agencies which are aimed at reducing the risk of contact or contagion.

## ***3.3 Dive Facility 'End of Day' Operational Controls***

Vital to ensuring the ongoing restriction of the spread of Covid-19 controls will need to be put in place for each facilities end of day to ensure:

- All safety equipment, including O2 and first aid kits are sanitized with disinfectant
- All client and staff equipment is stored (having already been cleaned/disinfected) away from any other equipment
- All surfaces are cleaned with disinfectant, as well as any other communal equipment used during the day.
- All garbage to be disposed of safely and responsibly at least daily.
- Boats benches, tables, ladders, grab handles or wheels are also disinfected prior to being stored for the day.



## PURE DIVING

#### **4 Notifications:**

Clear signage for all staff and clients should be displayed providing information on new work practices and health issues. Subjects of signage should be considered in relation to the premises and the people using it, and may include:

- Hand washing and hygiene
- Cleaning techniques
- Symptom checking
- Symptom reporting
- Current regulations (eg masks, physical distancing)
- Mental health & supporting colleagues

#### **5 Dive Facility Administration Controls:**

##### ***5.1 Back Office and Administration***

It is recommended Staff should work from home if possible. Utilize communication methods such as telephone, email, messaging, or video calls as fully as possible to avoid physical contact with others. Conduct any briefings or meetings via a digital platform if possible, otherwise keep on site meeting as short as possible, with social distancing.

If work must be conducted on site, preferably only one staff member should be in attendance at any time; staff can alternate attendance if essential for work to be conducted on site. If more than one member of staff must on site at any time, social distancing to be practiced at all times. Move workstations to at least 6ft apart and distance markers should be placed between workstations.

No other staff, clients, family members or any non-employees should attend the office if possible.

Hands to be sanitized on entering and leaving the office and at regular intervals as appropriate. Workstations and equipment to be wiped down regularly.

##### ***5.2 Front Office and Customer Service:***

If possible, avoid face to face meetings or keep them brief. Use telephone, email, messaging or online platforms where possible.

Floor markers (or otherwise) should be placed outside any office to facilitate social distancing before entering.

Install signage on entranceways to clearly advise of number of persons allowed in the office at any one time and 6ft distance markers should be placed in front of desks or workstations.

A hand sanitizing station should be established at the office entrance

Any desk area and equipment such as credit card machines should be wiped down after each customer.

Staff to sanitize hands regularly.



# PURE DIVING

## **5.3 Retail Shops**

Where possible enquiries should be made by telephone, email or messaging. Orders should be placed and acknowledged via email or phone, payment taken by these methods, and goods can be made ready for collection or delivery with minimal personal contact.

Floor markers (or otherwise) should be placed outside any office to facilitate social distancing before entering.

Install signage on entranceways to clearly advise of number of persons allowed in the store at any one time – this may vary depending on the size of the store and current guidelines.

A hand sanitizing station shall be established at the store entrance.

To reduce contact, only one person per party should enter the shop area and suggest no families or children.

Signage placed around the store should be in place to remind staff and customer of social distancing and good practice.

Social Distancing needs to be maintained at all times between staff and customers; it is especially important to make sure your staff are briefed and remind clients.

Distance markers or barriers should be placed leading to and in front of any cashier to control queuing

Cashiers should wipe down their work area between attending to customers.

Cashiers should be trained in safe handling of money, use of credit card machines, taking cheque payments etc.

## **5.4 Workshops**

All employees must follow social distancing regulations within the workshop areas. If practical try to keep team sizes to a minimum to limit contact, and keep a record of teams working together as may be required for contact tracing. If an individual has no need to be in a workshop area, they shall not enter. Clients shall also remain outside of workshop areas unless clear mitigating controls are put in place.

All common areas, such as workshop benches, storerooms etc., are to be cleaned

regularly. All tools & equipment should be cleaned or sanitized before and after each

job.



# PURE DIVING

## **6 Staff:**

### **6.1 Pre-Opening Briefing**

Before re-opening or bringing staff back to work, schedule a company meeting via an online platform if possible, to safely share information and allow staff to question and understand content.

It is understood that an online meeting may not be appropriate or effective for the workforce, and in this case, a meeting can be conducted in compliance with distancing and mask guidelines, preferably outdoors.

Reinforce information with signage in the workplace, follow up messages as appropriate. Make sure all staff understand and acknowledge new procedures and that they may be updated at any time. Ensure staff have channel to ask questions or give feedback. Utilize online team communications options such as WhatsApp groups where possible.

### **6.2 Staff Safety Equipment**

Ensure appropriate mask or face covering, gloves and hand sanitizer are worn by all staff as required. Ensure it is worn and utilized correctly.

Ensure correct disposal of disposable masks and gloves. Consider the waste implications and potential shortage of supply of disposable and encourage multi-use items with regular laundering.

### **6.3 Lunch Arrangements**

Provide enough space to enable staff to practice distancing during breaks or at lunchtimes, and ensure they do so.

Stagger lunch breaks if enough space is not available for this in your staff rest area or there is likely to be crowding around the lunch supplier or vendor.

Ensure staff are able to wash or sanitize hands before and after eating/drinking

If lunches are purchased from vendors, line-up and distancing should be practiced in the same way as with any other food takeaway. Encourage lunch suppliers to take pre-orders to smooth the lunch purchase process. Discuss arrangements in advance with regular vendors, so they understand and comply with protocols.

### **6.4 Health Monitoring**

Regular briefings should be established to keep staff up to date with any changes in guidelines and restrictions. This can be done in person adhering to distancing but preferably via video call, email, WhatsApp messages, or voice message. Check staff have understood the information and keep records of attendees.

Ensure staff have information on daily symptom checking and action to be taken thereafter if they develop symptoms, for example using signage in staff areas.



If staff are working from home keep in regular contact with them to provide support. Make regular individual checks on staff to ensure they are coping with changes in their working environment or facilities.

Encourage staff to continue safe practices when they reach home such as washing hands immediately, showering with soap, removing and washing work clothes.

## **7 In Case of Symptoms**

Provide staff with clear information to regularly check if they have symptoms.

If an employee feels unwell or experiences any symptoms at home, they **MUST NOT** come to work **AND** must immediately inform you and call the Health Hotline. They should also quarantine themselves from other members of their household

If a member of staff reports symptoms at work, follow the MOH Covid-19 Response Plan:

- Isolate the person from others and ensure they have a mask or face covering
- Call the Hotline 538 4787 or 458 4787
- Clean the area they were working in - wearing gloves and a mask
- Identify who they had contact with at work in the last 10 days. Send them home to isolate and supply their contact information to the Ministry of Health.

**MAINTAIN AND PROVIDE A RECORD OF PARTICIPATING  
GUESTS & EMPLOYEES FOR ALL ACTIVITIES AND INTERACTIONS**