

# Murphy's Sportfishing Administration & Guide Safety Workplan

## A. Office Responsibilities:

1. At confirmation of Trip – Office and Administrative Staff
  - Client Education/Compliance – Guests at time of confirmation are advised in writing of the policies and procedures Murphy's have adopted to keep everyone safe. They are asked to confirm their support of the approaches being undertaken. Confirmation is documented in their profile.
  - Guest List – Every trip will have a detailed roster of each individual including full contact information.
2. Pre Trip Screening – Office will pre screen all guests 48 hours in advance of arrival for health and previous travel screening. The methodology may be online and/or direct telephone conversations. Screening is documented. Will also ask if client has other conditions such as allergies or other things that are not Covid that we should know about. Office will have automated hot list tasks for each trip to follow up and ensure screening has been completed.
3. Post Trip screening – Office will follow up with all guests post trip after 48 hours to see if anyone is reporting symptoms of Covid19. Office will have automated hot list tasks for each trip to follow up and ensure screening has been submitted.
4. Logging Completed Checklists – Office will receive trip reports daily from the vessel masters and log in the CRM system under each of the guest's profile. Office will have automated hot list tasks for each trip to follow up and ensure report submitted.

## B. On The Vessel:

Before or After each fishing trip: Vessel Master is responsible

1. Vessel Master Self Health Assessment Check and recorded – See Appendix 1
2. Vessel Preparation – Sanitation Supplies Inventory:

For the Master:	For the Guests:
Cloth Facemasks	Cloth Facemasks
Personal Hand Sanitizers	Personal Hand Sanitizers
Bulk Spray Bottle Sanitizer for Vessel	
Clear Face Shields	Clear Face Shields (available for sale \$20)
Protective Eyewear (Sunglasses)	
Gloves (for full cleaning sessions) not required all day	

3. Vessel Disinfection and Sanitation Plan - The vessel and equipment used must be disinfected prior to boarding of any clients and maintained periodically throughout the day. Disinfectant wipes, sprays and hand sanitizers must be readily available for use by both clients and crew. Rods, reels and common touch areas will be wiped down frequently throughout the day and in particular between uses of persons if multi persons are touching same equipment.

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4. Meeting Guest at their Vehicle – Our responsibility includes minimizing the guest's interaction with other people and community members. Guide will meet guest in parking lot and escort to the vessel and ensure distancing along the way of 2M including avoiding others on docks, boardwalks and ramps. If other people are visible in the area, ask guests to put on their face coverings in case they encounter anyone along the dock which is hard to predict.
5. Pre-Boarding Guest Briefing (Appendix 2)– Before every departure, at the dock, BEFORE guests embarking onto the vessel the Master of the Vessel will provide an upbeat, positive Health Safety Briefing. Remember this is a fun time for you and your guests so while being serious about the guidance, please also focus on the day you are looking forward to. This can be done at their vehicles before they unload or at the dock. At their vehicles is a good place in case they have forgotten anything you bring up.
6. Report Checklist - Master will utilize the Vessel Briefing/Reporting Checklist Card, utilize a removeable marker and tick off activities and procedures followed throughout the day and take a photo of the card at end of day and send to office for record keeping.
7. Personal Protection – Guests and Guides will maximize physical distance at all times and wear cloth facemasks at all times while on board the vessel. Clear face shields are a great and preferred alternative in particular for guides, however they don't work in the wind. Be sure that guide and guests all have cloth masks as well.
8. Lunch Times/M meal Breaks – Discuss with guests the idea that we will break for lunch and plan for it so that we can all spread out and make a plan how distance can be maintained when removing masks for meals. The Master can also utilize vessel positioning to consider wind and maximize ventilation. When guests break for lunch, passengers will spread out to maximize physical space.
9. Guest Behaviour – Will be monitored by the Master of the Vessel. Guests have been well briefed in advance and have agreed to the protocols, so they do know what is expected. Compliance should not be an issue; however, you are entitled to discuss with a guest if you feel guests are not supporting the intended safety related goals.
10. Trash – Trash, garbage, personal napkins are a potential hazard and should be treated as such. Trash should be removed disposed of in an appropriate manner immediately and container emptied and sanitized during vessel sanitization. Trash receptacles should always be clearly marked and kept clean. Clients and staff shall be instructed to immediately discard trash into designated receptacles. Trash should be removed from the vessel and disposed of in an appropriate manner immediately upon completion of the trip.
11. Master Post Trip Health Check – How are you feeling? Utilize report card to check out for the day.

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12. Submit Report to office – Before departing the vessel, submit the report to the office via photo by email to [office@murphyfishing.com](mailto:office@murphyfishing.com) . Send the photo in its original size. Please do not text the photo because in minimized the file to small to be legible for future use.

Thank you!

## APPENDIX 1

### Vessel Master Self Health Assessment Check and recorded

Employees or owner/operators will self health check every day as part of their guest briefing and record in daily briefing report.

If there is a temperature of 99.5F/37.5 C or higher or

they present with COVID -19 symptoms, please do not report to work. Contact David or Marilyn immediately.

- Daily results will be documented in a health log workbook/worksheet to demonstrate regular screening and as record.

- Symptoms include:

- Fever at or above 99.5F/37.5 C

- Cough

- Breathing difficulties

- Loss of smell or taste

- If an employee or owner/operator has developed COVID -19 symptoms or a high temperature, the employee will immediately be isolated. If testing for COVID-19 is available, the individual will remain in isolation until the results confirm status. Those who test negative for COVID -19 may return to their rooms but may not return to work until symptom free for 72 hours. Individuals may not leave the room/personal space for any reason, until either the period has passed or tested negative.