



**OKOBOJI YACHT CLUB SAILING SCHOOL, INC.**  
P.O. Box 544, Milford, IA 51351 | 1900 Manhattan Blvd., Spirit Lake, IA 51360  
O: 712.337.0121 | C: 612.867.2793

May 16, 2020

**RE: OKOBOJI SAILING CENTER COVID-19 PREPAREDNESS STATEMENT 03/12/20**

Recent world events have us thinking of our students, the OYC Members, friends, and families in the Iowa Great Lakes community and beyond. We hope that this notice finds you all safe and healthy, and, for those who are trying to get home or find themselves in a health situation, our thoughts go out to you and your loved ones.

OYCSSL staff and Board Members are currently working hard in the preparation of our facilities for the upcoming season with the well-being of all who visit our facilities in mind, that's why we are monitoring the recommendations of the CDC, WHO, and the IDPH. Much will occur in the next 10 weeks between now and the scheduled start of our sailing and the social season. We currently do not anticipate significant interruptions of those activities at this time, but as we look at upcoming events in comparison to an ever-changing environment, we will be making determinations on what activities will be hosted for both the sailing school and the yacht club.

Open communication is a cornerstone of our business practice and a key component of our planning and preparedness efforts. As such, I would like to share the preventive measures currently in place or being acted on to protect our students, members, and employees. These include:

#### Services

- Meetings with our Board of Directors, key partners, and staff are occurring and being discuss related to our spring programming. Critical announcements will be shared, as warranted and as they become available.
- Conversations with staff and Officers are being held to monitor conditions and changing needs.

#### Facility Use

- **All nonessential use of our facilities for public use by staff, students, and members are suspended at this time and until we better understand how best to maintain a healthy public venue.** We have time to complete this task before the official season starting on the weekend of May 23<sup>rd</sup>. The programs that are scheduled to be hosted within the next few weeks will be reviewed with notices being sent out in the upcoming week.
  - Weekly Bridge and Mahjong Activities
  - April 4th and 5th - MISSA West Pre-Qualifying Regatta
  - April 25th – Board Meetings for OYCSSL and OYC
  - May 9th - US Sailing Rules Seminar

#### Meetings

- Employees and members of our BOD and the BOD of the OYC are encouraged to use teleconferencing technologies for meetings and to practice social distancing (distance recommended is a minimum of 6 feet).



**OKOBOJI YACHT CLUB SAILING SCHOOL, INC.**

P.O. Box 544, Milford, IA 51351 | 1900 Manhattan Blvd., Spirit Lake, IA 51360

O: 712.337.0121 | C: 612.867.2793

#### Staffing

- Staff coverage and contingency plans are being created so that we are prepared to implement in the case that any of our staff experience quarantines or extensive illness.
- Remote-working capabilities and protocols are currently being reviewed, this would include online and cloud-based access to systems so that operations may continue during the season if key staff become infected or are quarantined for any reason. Telecommuting options for essential personnel will be reviewed on a case-by-case basis.
- Back-up and outsourcing plans are being considered and will be reviewed by the BOD Executive Officers if OYCSSL experience excessive impact from COVID-19.
- Stay home if you are sick. This applies to any illness, including the COVID-19 virus.

#### Practice Safe Hygiene

- This means covering your mouth and nose when sneezing, washing your hands thoroughly (20 seconds) regularly and often, and cleaning work surfaces daily (containers of disinfecting wipes will be made available).

We will continue to monitor events and provide updates as needed. If you have any questions related to this Statement or use and access to the facilities, please feel free to call Brad or me.

*Success is in our Prep!*

Be Safe,

**Okoboji Yacht Club Sailing School, Inc.**

A handwritten signature in black ink, appearing to read 'Randy S Gould', written in a cursive style.

Randy S Gould, Executive Director