



# Covid-19 Protocols for SA Sailing Offices

Please note the new Covid-19 protocols for SA Sailing offices around the country:

## Cape Town Office – Covid 19 Protocols

The Cape Town office will be open on Tuesdays and Fridays from 9am to 12pm. Masks are required when entering the office but can be removed in the exam room.

Written exams are by appointment on any of those two days. Only one candidate at a time can write an exam. Leila will confirm dates and times via email.

All applications for certificates of competence, vessel listings and certificates of fitness must be emailed to [leila@sailing.org.za](mailto:leila@sailing.org.za) to minimise the physical handling of paperwork.

A screening questionnaire and temperature readings will be completed at the office on arrival.

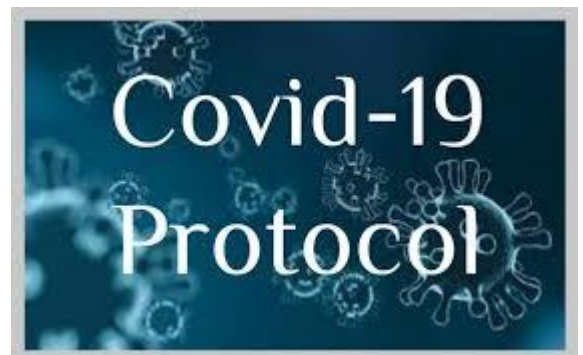
Sanitisers are available for use throughout the exam.

Please bring along your own refreshments to minimise the sharing of kitchen space

Collection and drop off of documents are done by appointment. Please email Leila or Wendy for appointments.

Only two people may be in the office reception for collection or drop off at any given time.

Social distancing must always be adhered to as per current lockdown regulations.



## **Durban Office - Covid 19 Protocols**

The Durban office will be operating Monday to Friday, from 7am to 4pm.

Masks are required when entering the office but can be removed in the exam room.

A screening questionnaire and temperature readings will be completed at the office on arrival.

Sanitiser will be available at the designated areas (window and at the entrance to the office).

All applications for certificates of competence, vessel listings and certificates of fitness must be emailed to [debbieg@sailing.org.za](mailto:debbieg@sailing.org.za) to minimise the physical handling of paperwork.

Written exams are by appointment during any of the operating hours. Only one candidate at a time can write an exam. Debbie will confirm dates and times via email.

Collection and drop-offs will be permitted during operating hours, and there will be markings for social distancing guidelines.

Only three persons (staff) are allowed at the office, to maintain social distancing.

## **Germiston Office - Covid 19 Protocols**

Visits to the Germiston office are by appointment only. Please WhatsApp Shellee Nel on 083 626 7597 to arrange.