



Arrabri Ski Club Inc.

CORONAVIRUS SAFE OPERATING PLAN

2020

1. **PURPOSE** Arrabri Ski Club Inc. Owns and operates a Ski Lodge located at 26 Davenport Drive, Hotham Heights. The club provides accommodation services to its members, and guests primarily during the winter snow season. The club is an amateur sporting body, governed by a committee elected by its members. This COVID-19 Safe Operating Plan (CSOP) has been prepared in response to the Coronavirus COVID-19 pandemic. This plan details how the club will introduce a range of controls in addition to its normal operations to minimise the health and safety risks to its members and guests during the 2020 snow season.

1.1. Coronavirus (COVID-19). COVID-19 is a highly infectious disease and easily transmitted from person to person. Procedures are required to mitigate the risk of transmission. Members and Guests are required to be aware of these procedures and shall comply with them.

1.2. Reference Materials This plan was prepared in accordance with Victorian Government directions and guidelines that are in place at the time of writing. The main reference documents include:

1.2.1. Department for Health and Human Services (**DHHS**)– Restricted Activity Direction No 10 Issued 21 June 2020 (**RAD10**)

<https://www.dhhs.vic.gov.au/sites/default/files/documents/202006/Restricted%20Activity%20Directions%20No%2010%20signed.pdf>

1.2.2. DHHS – How to stay safe and well.

<https://www.dhhs.vic.gov.au/how-stay-safe-and-well-COVID-19>

1.2.3. Department of Environment Land Water and Planning(**DELWP**) - Alpine Activities Guidelines

<https://www2.delwp.vic.gov.au/coronaviruspubliclanduse/home/snow-skiing-and-snow-activity-on-public-land?fbclid=IwAR1f8T-FxuIDUyILyvnoeiRFRBPnDOzWK9NCh2VFksKUzdzH2yjIrobxKWU>

1.2.4. Business Victoria Tourism Industry Guidelines for coronavirus (COVID-19) – 22nd June 2020

<https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/coronavirus-COVID-19/tourism-industry-guidelines-for-coronavirus-COVID-19>

1.2.5. Business Victoria Hospitality Industry Guidelines for coronavirus (COVID-19) –21st June 2020

<https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/coronavirus-COVID-19/hospitality-industry-guidelines-for-coronavirus-COVID-19>

1.3. Plan Amendments. This Plan takes effect Friday 26th June 2020. It will be revised as required to respond to changes in DHHS restrictions. Changes to these procedures and how they are applied is strictly under the control of the Committee. This document will be subject to revision control. The Committee will monitor the DHHS website and others within its network to remain up to date with any change to directions and guidance and will make and approve amendments when appropriate.

2. **COVID-19-19 SAFE CONTROLS.** Member and guests are required observe the DHHS Stay Safe and Well practices.

- Maintain good personal hygiene / wash your hands regularly / clean and disinfect surfaces in shared accommodation areas
- Maintain physical distancing, keep at least 1.5 metres away from others
- Cover your mouth when you cough or sneeze.
- Understand the risk and symptoms of COVID-19
- Help continue to contain the spread of COVID-19 by getting tested, even if you have mild symptoms
- Stay / return home if you are feeling unwell / get tested if you fee mild symptoms / observe quarantine
- Take care wherever you go, assume others may be carrying the virus

Ski Club accommodation facilities contain shared areas where contact with others presents the greatest risk of COVID-19 transmission. In addition to the above practices the Club through its and members and guests must ensure the following: -

- Observe the member / guest limit of 20.
- Limit the number of people in each room to less than 1 person per 4m².
- One group only per bedroom.
- Restrict access to the lodge – no visitors / members and guests only.
- Maintain accommodation records (Appendix 2)
- Thoroughly clean and disinfect bedrooms / ensuite bathrooms between groups.
- Clean and disinfect surfaces in common areas at a minimum twice daily and between use by groups.
- Carry out assigned cleaning tasks according to the cleaning schedule.

3. **LODGE CAPACITY & USAGE.** During the COVID-19 pandemic accommodation capacity is restricted from its nominal capacity of 44 to 20 members and guests.

LODGE CAPACITY – 20 members and guests

This number is the upper limit set by the DHHS Restricted Activity Direction No. 10 referenced above. Capacity of individual rooms is determined by applying the 4m² rule

3.1. Individual Room Capacity. The capacity of individual rooms within the lodge is also limited by application of the 4m² rule (i.e. 1 person per 4m² floor area). Signage will be placed in each room declaring the COVID-19 capacity limit. Referring to the table below, for example, the kitchen is limited to 4 people. The main shared living areas are lounge-dining room, entertainment lounge and games room. **Members and guests will need to spread numbers between the main shared living areas when the lodge is operating at the COVID-19 capacity limit of 20.**

ARRABRI SKI CLUB 26 Davenport Drive	Room Dimensions (m)		Area (m ²)	Allowed Head Count
Lower Ground / Entry Level				
Shedding Room	6.4	2.4	15.4	3
Drying Room	6.4	2.4	15.4	3
Games Room	4.6	5.1		
	5.6	2.1	35.2	8
Entertainment Lounge	5.6	3.1	17.4	4
Laundry	4.0	2.1	8.4	2
Ground Floor				
Lounge / Dining	11.1	4.9		
	3.6	2.2	62.5	15
Kitchen	4.8	4.9	23.7	4
Bedrooms				
Manager's Room	3.8	3	11.4	2
Bedroom 1&4	3.4	7.5	25.7	5
Bedroom 2&3	3.9	6.3	24.4	5
Bedroom 5&6	6.7	3.2	21.3	5

3.2. Bedroom Bookings and Capacity Limit. The capacity and use of bedrooms are specifically defined in RAD-10. Key points are :-

- Members of separately booked groups do not share bedrooms at the facility, **and**
- Only persons who ordinarily reside in the same premises or are in an intimate personal relationship are permitted to stay in a bedroom, **or**
- Up to 5 persons of the same booked group who do not ordinarily reside in the same premises (based on the 4m² rule as applied to Arrabri Bedrooms)

3.3. Members and Guest Limitations. Members or guests are not permitted to enter the Lodge if any of the following apply:

- They have been infected with COVID-19 and have not recovered and are not clear of the infection.
- They have been or recently returned from overseas and have not been through the required quarantine/isolation period and have not tested negative for COVID-19.
- They are subject to a quarantine notice, self-isolation notice or similar.
- They have or may have been in contact with a known infected person and have not tested negative for COVID-19 after the expiration of the incubation period (nominally 14 days).
- They are unwell and/or are showing symptoms of COVID-19 and have not tested negative or those test results are not yet available

3.4. Visitors / Contractors and Delivery Limitations

- No visitors are be permitted within the lodge.
- Contractors and other workers are permitted to undertake required works.
- People delivering food or other items for members or guests are not permitted to enter the lodge. Members or guests are to arrange collection outside the lodge.

4. LODGE MANAGEMENT

4.1. Lodge Manager - Roles, Responsibilities and Authority.

The Committee has appointed a Lodge Manager who is responsible for the daily operations of the lodge during the winter season. The Lodge Manager reports directly to the Club President.

If the Manager is absent for an extended time or at change over times the President will be advised, and an alternate person will be delegated to the role.

In the context of this Operating Plan specific responsibilities include :-

- The management and implementation of the CSOP.
- Enable inductions to the lodge on arrival which will include the content of this Operating Plan.
- Collect and file signed copies of the COVID-19 Information Form. (Appendix 3)
- Conduct and record temperature checks along with maintaining the manual accommodation register (Appendix 2) of names of members and guests, arrival and departure dates and contact phone numbers.
- Managing capacity within the building and rooms/areas.
- Rostering housekeeping and hygiene tasks and ensuring these tasks are completed as and when required. (Refer Appendix 5)
- Maintaining supplies of all cleaning, sanitising and signage products and the laundering and supply of mattress covers/protectors.
- Managing heating and ventilation to maximise the introduction of fresh air.

The Manager has the authority to sanction members and guests should they wilfully disregard the rules and the safe operations of the Lodge.

4.2. Lodge Bookings

- Bookings will be managed to ensure compliance with the lodge capacity limit and restrictions on bedroom numbers and as outlined above.
- The booking confirmation will include a link to this COVID-19 Safety Operating Plan and Information Sheet (Appendix 3) which members and guest are required to sign.
- Specific to this COVID-19 Safety Operating Plan, the following additional information will be made available to members and guests both at the time of making their booking and in the booking confirmation: -
 - conduct a COVID-19 Health Check before travel to Mount Hotham, (Appendix 4)
 - check-in from 4pm / check-out by 2pm
 - members and guests to supply their own pillows, bed linen and doonas or sleeping bags.
 - preferably make contact with the Manager to advise of expected arrival time.
 - on arrival immediately make contact with the Manager for registration, induction, temperature checks and confirmation that bedrooms are ready.
 - observe the DHHS COVID-19 Safe and Well practices outlined in Section 2,
 - the requirement to carry out cleaning and disinfection tasks included in this plan (Appendix 5 & 6), and
 - encouraged to download and activate the COVID-19 Safe App

The booking system records the name and contact details of the person making the booking.

4.3. COVID-19 Information Sheet.

Due to the possible consequences that may result from a case of coronavirus COVID-19 being transmitted within the Lodge, the club has determined that it can only operate if the members and guests ensure they comply with the procedures put in place to protect their health and well being.

The Club has prepared an Information Sheet outlining these requirements and requires every adult member and guest (over the age of 18) to sign the form prior to entry to the lodge. A copy of which is attached (Appendix 3 – COVID-19 Information Sheet)

4.4. Booking Periods.

The Committee has determined that bookings should only be accepted for a minimum 2-night duration.

4.5. Bookings with COVID-19 Symptoms

Persons exhibiting any COVID-19 symptoms prior to check in are unable to enter the Lodge. Members or guests with a booking and who exhibit COVID-19 symptoms prior to arrival are to contact the Booking Officer to cancel their booking and obtain a full refund.

5. **LODGE OPERATIONS.** RAD-10 Section 11 Clause 4(d) “A person who owns, controls or operates an accommodation facility with shared kitchen or bathroom facilities located at an **alpine resort**, may operate that facility for the purposes of tourism if the person ensures that they use reasonable endeavours to implement relevant recommendations by the Victorian Government to manage public health risks arising out of the operation of the facility.”

5.1. Check In Conditions

- Check in can occur from 4pm each day, to enable preparation of rooms.
- To facilitate the arrival and induction members and guests will be encouraged to contact the Manager before arrival.
- Members and guests must make contact with the Manager before entering the lodge beyond the shedding room for registration, induction and temperature checks.
- Members and guests will only be allowed access by the Manager on completion of
 - Manual accommodation registration (Appendix 2) including the COVID-19 Free Declaration, induction and temperature checks.
 - Providing a signed copy of the COVID-19 Information Sheet (Appendix 3) and
 - If their room has been vacated, cleaned, sanitised, and inspected and signed off by the Manager.

Due to the challenges associated with COVID-19 Safe operations including cleaning and disinfecting, this year members and guests are unable to access the Lodge prior to their check in time, being 4pm. Please do not arrive early, as access will be denied until the lodge is ready to accept new incoming members and guests.

5.2. On Arrival

- Members and guests shall contact the Manager on arrival.
- Hand sanitizer will be kept in the Shedding Room and used when entering the lodge at any time.
- The Manager will collect a signed copy COVID-19 Information Sheet (Appendix 3) and confirm the booking against the Booking Register.
- Members and guests shall complete the manual register (Appendix 2) supplying names, contact phone numbers and the date and time of their arrival and record that they are free of any COVID-19 symptoms.
- The Manager will test and record the temperature of each member and guest allowing time for their body temperature to stabilise after time outside.
- Any person displaying COVID-19 symptoms (temperature, coughing, sore throat, tiredness) shall not be allowed to enter the lodge and shall be advised to return home and seek medical advice.
- The Manager will provide guests with an induction to the lodge which includes each element of this CSOP

5.3. Pre - Departure

- Members and guests are required to clean and sanitise their room (Appendix 5 & 6), remove all food items from the kitchen and cool room boxes, and clean and sanitise the boxes before departure. This is a critical COVID-19 control task and must be signed off by the member or guest.
- Check out and departure must occur by 2pm to enable an inspection by the Manager and any additional cleaning or disinfecting required.
- Members and guests are required to remove all luggage from the premises by 2pm.
- Any other checkout arrangement will be by arrangement and approval by the Manager
- Members and Guests are required to record their departure time in the manual accommodation register (Appendix 2)

5.4. Signage. Signage will be installed throughout the lodge to promote awareness, remind people of their responsibilities and promote application of the risk mitigation measures outlined in the plan. (Appendix 1 Lodge Plans & 7 COVID-19 Safe Signage)

5.5. Room Plans

In addition to the signs below, room capacity limit signs must be posted in all rooms. (Refer Appendix 7)

5.5.1. Lodge Entry / Shedding Room Capacity - 3 persons

Entry Air Lock Door and Shedding Room – Signage

- Entry only for persons staying at this lodge between sign in (arrival) and sign out (departure) dates STRICTLY NO VISITORS
- Do Not Enter if unwell or have any cold/flu type symptoms
- Please use hand sanitizer
- Sign In on initial arrival and immediately contact the Lodge Manager. Do not proceed into the lodge.
- Strictly observe room by room capacity limits and 1.5m social distancing protocols.
- Use storage locations allocated by allocated bedroom only.

5.5.2. Drying Room Capacity - 3 persons

Drying Room – Signage

- Strictly Observe Room capacity limit – 3
- Strictly for use by persons staying at this lodge / NO VISITORS
- Use storage locations allocated by bedroom only
- Sanitize outer clothing and gloves.
- Store face wear, goggles, and helmets in bedrooms
- Hand sanitise on departure from the drying room.

5.5.3. Laundry

Capacity - 2 person

Laundry – Signage

- Strictly Observe Room capacity limit – 2
- Use disposable gloves when handling washing in and out of the washing machine or dryer.
- The washing machine and dryer shall only be used by one bedroom at a time.
- The outside surface, switches and dials of the washing machine, dryer, and laundry trough must be cleaned and disinfected after use.
- Immediately before leaving this room remove disposable gloves and place in the bin provided. Wash and sanitised your hands.

5.5.4. Bedrooms

Capacity - One booking group

Booking of bedrooms is strictly limited under the DHHS COVID-19 Restricted Activity Direction 10 referenced in Section 1.2 and as applied to Arrabri's bedroom size and configuration in Section 3.2.

- Bedrooms are for the exclusive use as booked. Guests from other rooms may not enter this room.
- Wash / sanitise your hands upon entry.
- Please ensure mattress covers supplied by the Club are fitted before making the bed.
- Wipe down and sanitise the ensuite after each use.
- On the day of departure, occupants are required to clean and disinfect their rooms in accordance with the cleaning guidelines and checklist and sign off (Appendix 5 & 6). The completed checklist can either be left in the room or handed to the Manager
- Supply of bedlinen, pillows, towels and donnas are the responsibility of members and guests and are to be removed from the room on departure.
- On the day of departure, occupants are to remove mattress covers and placed in a bag for laundering.

Lodge Manager Check

- Following departure, the Manager is to undertake an inspection to ensure that all cleaning tasks have been completed.
- If guests do not clean and disinfect their room as required, the Manager will arrange for the room to be thoroughly cleaned prior to the next check-in and you will be charged a cleaning fee if you abandon this directive.

5.5.5. Kitchen

Capacity - 4 persons

Each bedroom has an assigned non-perishable food storage box in the kitchen and perishable food storage box in the Cool Room. Use of the fridge and freezer will be limited to the Manager.

Members and guests will be encouraged to bring pre-prepared meals or arrange take away to minimise use of the kitchen. Availability of take-a-way however is likely to be limited but options are available on Hotham.

Hand sanitizer packs will be available throughout the kitchen, dining room and lounge rooms along with signage.

Kitchen – Food Preparation -	Signage
<ul style="list-style-type: none">• Strictly Observe Room Capacity Limit – 4 and 1.5m social distancing protocols• Clean and sanitise cooking pots, plates, and utensils prior to preparing food using the dishwasher / sterilizer.• Clean and sanitise the food preparation area prior to commencing.• One person from each group is to serve the meals to the dining area – there is to be no buffet style meal collection.• Clean and sterilizer the dining table and chairs before serving meals.• Place pots, pans and other utensils used to prepare meals in the dishwasher racks;• Clean and sanitise the food preparation area prior to moving to the dining room.	

The dishwasher is commercial grade. The unit is set on programmed setting mode Pr-2. The Manager will monitor the use of detergent and rinse aid to ensure automatic dosage is as per Pr-2 settings. On a weekly cycle the Manager shall drained, clean the filter, and refilled as per recommended by the equipment manufacturer.

Disinfectant / Cleaner will be available in the kitchen, as normal, along with hand sanitizer and disposable gloves to enable require cleaning and disinfection procedures..

Given the current DHHS Restricted Activity Direction -10. limits bookings to one group per room, there will be only 6 groups to prepare meals at any mealtime. The kitchen can accommodate 4 persons at any one time. Shared use of the kitchen with COVID-19 restrictions will be covered in the induction. Members and Guests will be required to coordinate use of the kitchen within the limits of COVID-19 capacity.

Tea, coffee, milo, sugar, cereals, bread, milk, and condiments are provided. Break and milk will be given to each group on arrival for their exclusive use and storage in their assigned bedroom storage bins in the kitchen and cool room.

Coffee, tea and condiments are available in individual user sachets. Cereals dispensers are used to deliver individual serves and disinfected between use.

5.5.6. Dining AreaCapacity 8 Persons

There are three dining tables. Bedroom groups of up to 5 can dine at either of the two larger tables. The smaller table can accommodate a group of 4 from the same booking group.

Kitchen – Dining and Clean up - Signage

- Strictly Observe Room Capacity Limit – 8 and 1.5m social distancing protocols.
- On completion of the meal, all remaining dishes and cooking equipment are to be rinsed and washed in the dishwasher / sterilizer.
- Clean and sterilise the dining table and chairs.
- The rack of washed dishes is to be removed from the dishwasher on completion of cycle and placed on the bench to air-dry.
- Clean /dried dishes are to be handled with gloves and placed on the shelves. Do not use tea-towels.

5.5.7. Lounge

Capacity – 7 Persons

Lounge – Signage

- Strictly Observe Room Capacity Limit – 7 and 1.5m social distancing protocols
- Family groups may sit together without the social distancing rules applying
- Following use of the lounge wipe down with a disinfectant wipe any spillage, high touch, or hard surfaces which they have been in contact with.

5.5.8. Games Rooms

Capacity - 8 People

Games Room – Signage

- Strictly Observe Room Capacity Limit – 8 and 1.5m social distancing protocols
- Family groups may sit together without the social distancing rules applying
- Following use of the games room wipe down with a disinfectant wipe any spillage, high touch, or hard surfaces which they have been in contact with.

5.5.9. Entertainment Lounge / Kid's Zone

Capacity 4 People

Games Room – Signage

- Strictly Observe Room Capacity Limit – 4 and 1.5m social distancing protocols
- Family groups may sit together without the social distancing rules applying
- Following use of the games room wipe down with a disinfectant wipe any spillage, high touch, or hard surfaces which they have been in contact with.

6. CLEANING AND DISINFECTING

Cleaning and disinfecting is a critical control procedure. These procedures were developed to minimise the risk of contamination of surfaces and spread of COVID-19-19.

6.1. Definitions

- **Cleaning.** Uses a detergent to physically remove germs, dirt and organic matter from surfaces. Cleaning does not kill germs but reduces the amount that can be transmitted.
- **Disinfecting & Sanitising.** Uses disinfectant to kill germs. Disinfectants are more effective if the area is clean and free organic matter.
- **Wipe Down.** Means using a disposable cloth and disinfectant to wipe down a surface. The cloth is disposed on completion. In bathrooms wipe down all hard surfaces, including tiles and splash backs, vanities, bench top & taps, mirrors, toilet cisterns, seats and covers, shower screens, shower taps, light switches and door knobs. In kitchens wipe down all hard surfaces including tiles and splash backs, bench top, sinks & taps, cupboards and handles, appliances including stoves, ovens, fridges etc.
THE GENERAL RULE IS “IF YOU CAN TOUCH IT WIPE IT.”
- **2-in-1 Cleaning and Disinfecting.** A physical clean using a combined detergent and 1,000 ppm bleach solution (2-in-1 clean) made up daily from a concentrated solution. Proprietary cleaning and disinfecting products may also be used, however read the label to be sure.
- **Two Step Cleaning and Disinfecting.** A physical clean using detergent and water followed by a clean with 1,000 ppm bleach solution Bleach solutions should be made fresh daily. Proprietary disinfecting products may also be used, however read the label to be sure.

6.2. Cleaning

6.2.1. Preparation

- Wash your hands using soap and water and dry with paper towel before and after undertaking any cleaning.
- Use a hand sanitiser before putting on and removing gloves.
- Use disposable gloves.
- Avoid touching your face, mouth, nose, or eyes.
- Follow the directions on the containers, including appropriate use of personal protective equipment.
- Dispose of gloves and mask in a leak proof plastic bag

6.2.2. Routine Cleaning

- All common or shared areas of the lodge are to be twice a day.
- Routine cleaning is to follow the 2-in-1 process and include adding a disinfectant to all cleaning solutions.

6.2.3. High Touch Cleaning

- Common and frequently touched surfaces are to be cleaned with a disinfectant wipe down multiple times a day in accordance with the cleaning schedule (Appendix 5 Housekeeping Tasks & Appendix 6 Cleaning Procedures & Checklists).
- Special attention is to be given to surfaces such as handrails, windows, thermostats and heater controls, tabletops, door handles, light switches, desks, toilets, taps, TV remotes, kitchen surfaces and cupboard handles.
- High-touch surfaces should be cleaned and disinfected more frequently, including:
 - eating and drinking utensils and storage receptacles
 - tables and chairs
 - kitchen and food contact surfaces
 - door, cupboard and refrigerator handles
 - handrails
 - tap handles
 - switches
 - TV Controls

6.3. Lodge Cleaning Schedule

The Committee with the assistance and input from the Manager have prepared a cleaning roster to ensure all of the building are cleaned as required. (Appendix 5 Housekeeping Tasks)

6.3.1. Cleaning Checklists.

Checklists have been prepared for all areas (Appendix 6 Cleaning Procedures and Checklists)

6.3.2. Cleaning Records

Persons undertaking the cleaning task are required to sign off the task when complete (Appendix 6 Cleaning Procedures & Checklists). Lodge will maintain a register of all cleaning and disinfecting including names and the time it was completed.

6.3.3. COVID-19-19 Response Deep Clean

If the lodge has a member or guest who tests positive while in residence, the Manager will arrange for a COVID-19-19 Safe deep clean, by a contract cleaner, to be undertaken in accordance with the guidelines.

7. COVID-19-19 CASE

7.1. Person Exhibiting Symptoms

- If any person staying at the Lodge starts to feel unwell and exhibit the symptoms of COVID-19, they are required to self-isolate to their bedroom and advise the Manager. They must wear a respirator mask.
- The nearest testing facility is
Alpine Health - Mt Hotham
Corral Car Park opposite Hotham Central
Call 0357593551.

You must call ahead to make an appointment. You will need to provide your name, residential address, on mountain accommodation address, date of birth and Medicare details when you make your appointment. This number is available from 09:00am and testing is from 10:00am to 11:00am. The testing facility is a demountable in the carpark.

- The Manager will coordinate with the person to ensure an appointment is made and they are tested at the earliest possibility.
- Further advice can be obtained from the COVID-19 hotline (1800 675 398).

7.2. Isolation Procedure

- Members and guests who are staying in accommodation where their room and bathroom is shared only with the ordinary members of their household can self-isolate in that space (as long as 1.5m physical distancing can be maintained). Close contacts and other family members shall ensure they maintain good hygiene and socially distance to minimise potential spread of the infection. If that person is a minor their parent or guardian shall be responsible for the care of that minor and the parent or guardian will also be isolated.

- Members and guests who are staying in accommodation where their sleeping space or amenities are shared with others will be required to self-isolate in another location.

- The Manager will as soon as practical inform all guests in the lodge of the risk of infection. Additional cleaning may be required in the areas the potentially infected person has accessed.

7.3. Infection Confirmed Positive

If a member or guest is found to test positive to COVID-19 the following process will follow:

- The Manager is to be informed
- The Manager is to inform the Resort Management Board
- The infected person (and their close/family) are to remain in isolation while arrangements are made to transfer them either home or to appropriate medical care.
- The lodge will work with DHHS and follow directions as

required. If there is a positive case it is anticipated the lodge will then need to close for a period of time for a deep cleaning and will follow advice to DHHS regarding reopening.

APPENDICES.

1. Ski Lodge Floor Plan
2. Manual Accommodation Register
3. COVID-19 Information Sheet
4. COVID-19 Symptoms Health Check
5. House Keeping Tasks
6. Cleaning Procedures & Check Lists
7. COVID-19 Safe Signage