COVID Safe Operating Plan 2021

1   General requirements

Resources issued by government in relation to the COVID pandemic including general hygiene and individual protection. In relation to general hygiene and individual protection, Government Covid-19 guidelines have been the key reference and specify that all individuals should:

- Practice Good hygiene (see websites below)
- Cover your mouth when coughing or sneezing.
- Wash your hands with soap and water or use alcohol-based sanitizers.
- Wash down surfaces prior to and after use.
- If you are sick get tested and self-isolate. Arrabri offers a full refund should it be necessary to cancel bookings due to Covid 19.
- Apply social distancing – observe 1.5m separation distance and avoid non-essential large gatherings.
- Keep up to date with Covid news and restrictions via Coronavirus Vic and DHHS website (below)

There are sanitizing stations installed strategically around the Lodge to assist members and their guests to comply with these requirements as well as advice in relation to cleaning requirements.

Individuals are required to supply face masks and observe directions for their use.

The Club wishes to direct members and guests to the following resources for more information:

> https://www,coronavirus.vic.gov.au
> https://www.health.vic.gov.au/coronavirus
> *https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert*
> *https://www.safeworkaustralia.gov.au/COVID-19-information-workplaces*
> *https://www.coronavirus.vic.gov.au/tourism-and-accommodation-sector-guidance*

2   Restrictions on attendance Arrabri Ski Club Inc

A member or their guest/s shall not enter the Lodge if:

- They are or have been infected with COVID19 and have not recovered and are clear of the infection (ie COVID negative).
- They have returned from overseas and have not undergone required quarantine and isolation and have not tested negative for COVID19.
- 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 COVID19 after the expiration of the incubation period (nominally 14 days).
- They are unwell and/or are showing any flu like symptoms and have not tested negative or those test results are not yet available.

3   Occupation of Lodge

Due to various government restrictions and guidelines, the use of the Lodge during the COVID pandemic will change in the following ways:

- There will be a restriction in the number of people using the Lodge at any one time.
- Entry to the lodge is restricted to members and guests only.
- There will be restrictions as to how internal spaces can be used.
- There will be a greater focus on continuous cleaning and hygiene.
- There will be requirements in the event that a member or guest is infected by COVID previously or whilst at the Lodge, or if they display COVID like symptoms.

4   Numbers using the Lodge

Arrabri has a statutory requirement to ensure all members and guests scan the QR code on arrival and input their personal details. Completing this action allows us to operate at licensed capacity limits. It is a condition of entry that Members and Guests scan the QR code in the entry on arrival.

Under Section 74 of the Public Health and Wellbeing Act 2008 Arrabri is registered to accommodate no more than 46 persons at any one time including managers. The Victorian Government released revised Industry Restart Guidelines – Accommodation on the 26th March 2021.The capacity restrictions outlined in the guidelines are such that we are able to operate at maximum capacity provided persons register on arraival using the QR code and density quotient guidelines are met in rooms throughout the lodge. Sings are posted throughout the lodge advising the limits on the number of people allowed in each room.

The Club also keeps a record through the booking system of the names, contact details and bookings of members and guests.

5   Lodge cleaning

The Managers are responsible for ensuring cleaning is conducted to Covid-19 infection control standard. Members and Guests are required to cleaning up after themselves and carrying out housekeeping duties assigned by the Manager during their stay. Where cleaning / housekeeping tasks have particular Covid relevance (i.e. involve common areas or the cleaning of the bedrooms immediately prior to departure) members and guests are required to complete a cleaning register or check list to provide a record of completion.

The checklist in Appendix B provides some guidance on the cleaning approach (this is not exhaustive).

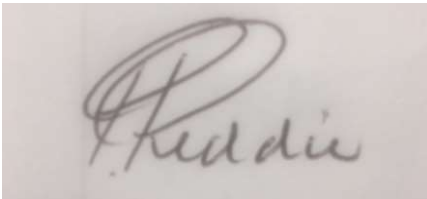## 6   Actions in the Event of a COVID contamination

If a person staying in the Lodge obtains a Covid positive test result during the period of their stay or wiithin 48 hours after staying at the Lodge, the following process will be undertaken subject to any modifications where the infected person has already left the Lodge premises:

- The infected person must notify the Manager who will then advise the Booking Officer and Club President.
- The infected person will immediately isolated and then be transferred to suitable premises, accommodation or hospital if required. Transfer of the infected person will follow any specific requirements issued by the DHHS Victoria.
- The Lodge will be shut down as quickly as possible and all occupants will be required to vacate the premises. All occupants will be advised to self-isolate and undergo testing.
- DHHS Victoria will be advised of the infection and the Club will follow any direction issued by the Department or their delegate. The Department will be issued with a list of all occupants/contacts by the Club Manager without delay.
- The MHRMB will be advised of the infection and the Club will follow any direction issued by the Board or their delegate.
- The Club Manager will organize a deep clean of the Lodge. No subsequent occupation will be permitted until such cleaning is complete. If more than 7 days has passed since the person with suspected/confirmed COVID19 visited or used the Club facilities then the Club may wish to give consideration as to whether a deep clean is necessary in accordance with the *Interim Recommendations for US Community Facilities with Suspected/Confirmed Coronavirus Disease 2019 9COVID-19)*(https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html).

7   Actions in the Event of COVID symptoms

If a person has symptoms of COVID but the infection is not yet confirmed, the following process will be undertaken:

- The person who has Covid symptoms shall undertake a COVID test without delay.

- The person shall isolate until such time as the result of COVID test is advised. The person will notify the Manager either prior to or immediately after the Covid test and not return to the lodge without permission of the Manager and Club President.

- The name of the person will be recorded along with contact details and the date and time of the notification.

- The Manager will inform all members and guests staying in the premises during the time the person was at the lodge of the impending infection risk. Precautionary cleaning will be undertaken as appropriate. vs bedroom and common areas used by the person.

- The person is required to notify the Manager or Booking Officer of the Covid test as soon as it is known failing that the Manager will contact the person for the result.

- Once the tests results are known (positive or negative) members and guests previously advised shall be notified. If the test is positive, Section 6 Actions in the Event of a COVID contamination will be implemented will immediately.

Approved   Peter Reddie
30 May 2021

Appendix A

Covid 19 Risk Management Plan

COVID19 is a very specific risk to the operation of the Lodge. While there are numerous components of the risk (e.g., risk to health and safety, economic risk, legal risk, regulatory risk, etc) it is the key health and safety risks that is the focus of this analysis.

COVID19 Action Plan

Strategy	What are the risks / issues	What actions to take
Promotion of good hygiene and cleaning protocols within the Lodge to achieve infection prevention and control.		
Entry/Ski store	• Contamination when persons enter and touch surfaces, door handles, security lock	• Sign in using the QR Code reader and complete your details. Manual sign-ins are not permitted. • Use the hand sanitiser station when you enter and leave. • The Lodge Introduction emailed to members and guests with the booking confirmation provides a detailed induction to the lodge and covers essential features of this Covid Safe Plan. • Contact the Manager on arrival to confirm the guest has completed the Introduction and answer any questions plus emphasize specific points. Hard copy of the COVID Safe Operating Plan and Lodge Introduction are available in the lodge.. • Signage posted re maximum number of persons in each room and emphasizing Covid safe practices. .
Drying room	• High risk infection area due to communal storage of ski clothes exposed to resort facilities that may be contaminated • Contamination when persons enter and touch surfaces and door handles.	• Signage posted re maximum number of persons in each room and emphasizing Covid safe practices.
Dining room	• High risk infection area due to communal eating situation. • Contamination when persons enter and touch surfaces, door handles, heaters, windows, tables, chairs • Social distancing constraints	• Cleaning/sanitising the table and bench is required before and after every meal. • Rostered clean twice daily • Commercial short cycle dishwasher to facilitate immediate cleaning and minimal contact. Drying cycle eliminates the need for hand drying and use of tea towels..
Lounge room	• High risk infection area due to communal seating situation. • Contamination when persons enter and touch surfaces, door handles, sit on seats • Social distancing constraints	• Signage posted re maximum number of persons in each room and emphasizing Covid safe practices.

Kitchen	• High risk infection area due to communal cooking situation • Contamination when persons enter and touch surfaces, door handles, garbage receptacles, dishwashers, ovens, sinks, shared cutlery, shared pots/pans, microwaves and ovens. • Contamination from food preparation • Social distancing constraints	• Clean surfaces before and after use. • Use the hand sanitiser station when you enter and leave. • Disposable gloves are available to use where required. • Specific signage providing guidance on kitchen and appliance use. • Signage posted re maximum number of persons in each room and emphasizing Covid safe practices.
Bedrooms	• Infection transfer by pillows, linen, doona covers, blankets and door handles	• Cleaning when you arrive and before you leave is required. • Guests are required to bring their own linen and towels or use the available linen hire service. • Signage posted re maximum number of persons in each room and emphasizing Covid safe practices
Ensuites	• Contamination when persons enter and touch surfaces, door handles, toilets, taps, hand basins and shower facilities	• Cleaning when you arrive and before you leave is required. • Bathmats, towels and face cloths are to be supplied by guests or use available linen hire service.
Games Room and TV room	• Contamination when persons enter and touch surfaces, door handles, equipment and remote controls.	• Sanitation stations • Cleaning included in rostered housekeeping duties. • Signage posted re maximum number of persons in each room and emphasizing Covid safe practices.
Laundry	• Contamination from laundered items and persons entering - touch surfaces, door handles,sinks, washing machine and dryer	• Hand washing when entering and leaving • Signage posted re maximum number of persons in each room and emphasizing Covid safe practices
Members Store	• Contamination when persons enter and touch surfaces, door handles, equipment and lockers	• Signage posted re maximum number of persons in each room and emphasizing Covid safe practices

Managing numbers within the Lodge at any one time to achieve social distancing guidelines. Based on 1:2 Ratio and 1:4 Ratio

ARRABRI SKI CLUB 26 Davenport Drive	Room Dimensions (m)		Area (m²)	Covid Limit 1 per 2 sqm or Room limit	Covid Limit 1 per 4 sqm or Room limit
Lower Ground / Entry Level					
Shedding Room	6.4	2.4	13.6	6	3
Drying Room	6.4	2.4	13.6	6	3
Games Room	4.6	5.1			
	5.6	2.1	35.2	17	8
Entertainment Lounge	5.6	3.1	17.4	8	4
Laundry	3.9	2.1	6.3	3	1
Ground Floor					
Dining Room	4.2	7.2	28.4	14	7
Lounge Room	6.8	5.0	34.0	17	8
Kitchen	3.4	3.7	12.6	6	3
Bedrooms					
Manager's Room	3.8	3	11.4	3	2
Bedroom 1&4	3.4	7.6	21.9	8	5
Bedroom 2&3	3.7	6.5	20.0	8	5
Bedroom 5&6	6.7	3.2	21.4	6	5
				bedroom capacity limit	

Arrabri Ski Club Inc- Victorian Government QR Code.

CHECK-IN NOW

Arrabri Ski Club Inc
26 Davenport Drive Hotham Heights
Arrabri Ski Club Inc

Location code HAG J64

Appendix B Cleaning Guidelines

Cleaning guidelines to help prevent the spread of COVID-19

	Method/Approach	Actions
	Wash your hands thoroughly before and after each cleaning.	Use soap and water, and scrub for at least 20 seconds. If that's not possible, use a hand sanitiser with at least 70% alcohol.
	Wear disposable gloves while you clean.	Gloves should be thrown out after each cleaning. Make sure to wash your hands immediately after gloves are removed
	Clean, then disinfect.	Cleaning is when you use soap or detergent and water to remove dirt, germs and impurities. Disinfecting refers to the use of chemicals like bleach or alcohol to kill germs. Doing both is the best way to reduce the spread of infection.
	Use the right disinfectant.	Diluted household bleach solutions, cleaning products with at least 70% alcohol, and most common disinfectants are believed to be effective against the coronavirus. Bleach is a strong chemical and care should be taken when using it.
	Focus on frequently touched surfaces.	Light switches, doorknobs, stairway handrails, and tap handles are just a few of the areas you will need to disinfect.
	Lounges and other soft, porous surfaces.	Carefully remove any visible dirt or grime, then use the appropriate cleaner (Febreze) for the material. If possible, machine-wash items according to the manufacturer's instructions.
	Wash all linen at the highest heat setting recommended by the manufacturer	That includes mattress covers, kitchen towels, and blankets. Wear gloves when handling dirty laundry.

General Cleaning Checklist for Lodge Areas

Area	Items to Clean/disinfect	
General	Doorknobs/surfaces Cleaning appliances: Fans and lamp chains Garbage and recycling bins Hairdryers Hanging space Ironing boards and irons Keys/keypads	Laundry – sinks, washers, storage Light switches/pulls Railings Tabletops Thermostats/heaters Windowsills and window handles Vacuum cleaners Washer/dryer units
Kitchen	All utensils, appliances, pots/pans, etc Cabinet handles and pulls Doorknobs Dishwashers Condiments: oil, salt and pepper shakers, commonly used spices and containers, etc.	Kitchenware that isn't dishwasher safe Sinks, benchtops Ovens/microwaves Fridges – handles, internal areas Windowsills and window handles
Bathrooms	Shower curtains/doors Showers and tubs Sinks	Tap handles and spouts Toilets Windowsills and window handles
Dining	Doorknobs Railings Lamp chains/switches Light switches/pulls	Railings Tabletops/seats Windowsills and window handles
Lounge	Doorknobs Railings Lamp chains/switches Light switches/pulls	Lounges especially arm rests Railings Tabletops Windowsills and window handles
Bedrooms	Hangers and luggage racks Bedheads/foot Nightstands/side tables	Cupboards/dressers Bedding – doonas, pillows, linen Windowsills and window handles