



COVID SAFE PLAN

8 Ash Drive, Hotham Heights VIC 3741

Incorporated Association: A0019241G

ABN: 66 985 680 789

1.1 General Requirements

Due to COVID-19 still circulating widely in the community, the use of the Lodge during the 2022 ski season shall change in the following ways:

- There shall be a greater focus on personal hygiene and regular cleaning.
- There shall be requirements in the event that a member or guest display COVID like symptoms or are infected by COVID-19 whilst at the Lodge.
- Members and Guests are required to carry a face mask at all times whilst in the common areas of the Lodge

1.2 Government Guidelines

The current Victorian Government Statewide Settings are shown in Appendix A. The Coronavirus Guidelines specify that all individuals shall:

- Practice good hygiene
- Cover mouth when coughing and sneezing
- Use alcohol-based hand sanitisers or wash hands with soap and water
- Stay at home if sick (self isolate)
- Practice social distancing
- Minimise physical contact

To assist members and guests to comply with these requirements there are hand sanitising stations installed strategically around the Lodge as well as signage in relation to cleaning requirements and appropriate cleaning products that are located throughout the Lodge.

If you have any questions about this Plan please ask the Lodge Manager who will be able to assist you.

1.3 Maximum Allowable Numbers

Sample Ski Lodge is licensed to accommodate 45 persons at any one time under Section 74 of the Public Health and Wellbeing Act 2008 (Vic).

1.4 Restrictions on attendance at Vagabond Ski Club (“the Lodge”)

Members and Guests shall not be permitted to attend the Lodge if:

- They are or have been infected with COVID-19 and have not recovered or are clear of the infection (ie have not completed the required isolation period and clear of symptoms as per the current government guidelines. If you are not fit for normal work duties then you should not be in the lodge either).
- 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 self-isolation period (nominally 7 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.

1.5 Actions in the Event of a COVID positive person in the Lodge

If a person staying at the Lodge has COVID-19 symptoms but the infection is not yet confirmed, the following process shall be undertaken:

- Any person who has COVID-19 symptoms shall put on a face mask and inform the Lodge Manager without delay.
- The person shall take a Rapid Antigen Test (RAT) without delay.
- The person shall inform the Lodge Manager of the results of the RAT as soon as they become available.
- If the RAT result is positive, the person shall be directed to return home and self isolate for a minimum of 7 days.
- If the infected person is a minor their parent or guardian will be responsible for the care of that minor and that parent/guardian will also be required to self isolate.
- If the person is unable to return home immediately, they shall be directed to wear a face mask at all times while indoors and self-isolate in their bedroom until they can make arrangements to return home.
- The Lodge Manager shall inform the immediate close contacts of the infected person and all other guests staying that an infectious person has attended the Lodge and for them to monitor for any COVID-19 symptoms.
- The Lodge Manager shall follow routine cleaning protocols (as per Appendix B) to prevent the spread of COVID-19 in the Lodge.
- The Lodge Manager shall inform the Committee of the COVID-19 infection at the earliest opportunity.

1.6 Lodge Cleaning

The Lodge Manager is responsible for ensuring the lodge is cleaned to the required standard, adhering to COVID-19 infection control requirements and provide safe accommodation. It is also a requirement that every person staying at the Lodge ensures a clean and safe accommodation environment by cleaning up after themselves in common areas and complying with the cleaning protocols in their own bedroom and ensuite.

Refer to Appendix B: Lodge Cleaning Protocols and Appendix C: Lodge Cleaning Checklist.

Authorised by Kirsty Hunt,
President,
Vagabond Ski Club Incorporated

Risk Management Response and Action Plan

COVID-19 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) the key health and safety risks are the focus of this analysis.

COVID19 Risk Assessment

Risk Control Strategy: Promote good hygiene and cleaning protocols within the Lodge to achieve effective infection prevention and control.

Lodge Area	What are the risks / issues	What actions to take
Entry/Ski Store	<ul style="list-style-type: none"> Contamination when persons enter and touch surfaces, door handles, security lock 	<ul style="list-style-type: none"> Refer guests to the COVID Safe Plan. Use of hand sanitiser station when entering and leaving Ensure social spacing wherever practicable
Drying room	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Use of hand sanitiser station when entering and leaving Ensure social spacing wherever practicable
Dining room	<ul style="list-style-type: none"> High risk infection area due to communal eating situation. Contamination when persons enter and touch surfaces, door handles, heaters, windows, tables, chairs 	<ul style="list-style-type: none"> Cleaning and sanitising tables and benches before and after every meal. Ensure social spacing wherever practicable
Lounge room	<ul style="list-style-type: none"> High risk infection area due to communal seating situation. Contamination when persons enter and touch surfaces, door handles, sit on seats 	<ul style="list-style-type: none"> Ensure social spacing wherever practicable
Kitchen	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Clean surfaces before and after use. Use the hand sanitiser station when you enter and leave. Disposable gloves are available to use where required. Refer to specific guidance on use of the kitchen via signage Ensure social spacing wherever practicable
Games and TV Room	<ul style="list-style-type: none"> Contamination when persons enter and touch surfaces, door handles, equipment and remote controls. 	<ul style="list-style-type: none"> Use Sanitation stations Ensure social spacing wherever practicable

Lodge Area	What are the risks / issues	What actions to take
Laundry	<ul style="list-style-type: none"> Contamination when persons enter and touch surfaces, door handles, sinks, washing machine and dryer 	<ul style="list-style-type: none"> Hand washing/sanitising when entering and leaving
Storage Room	Contamination when persons enter and touch surfaces, door handles, equipment and lockers	<ul style="list-style-type: none"> Ensure social spacing wherever practicable
Bedrooms	<ul style="list-style-type: none"> Infection transfer by pillows, linen, Doona covers, blankets and touch points. 	<ul style="list-style-type: none"> Comprehensive cleaning of bedroom before guests arrive and after they leave. Members and Guests provide their own sheets and pillowcases which are removed and laundered after use .
Bathrooms/Ensuites	<ul style="list-style-type: none"> Contamination when persons enter and touch surfaces, door handles, toilets, taps, hand basins and shower facilities 	<ul style="list-style-type: none"> Cleaned before Guests arrive and after they leave. Each bedroom has an ensuite bathroom and guests are not permitted to use any other bathroom. Members and Guests provide their own towels / bathmats which are removed after use

Appendix A: Victorian Government Statewide Settings

Statëwidë sëttings fròm 11.59pm Fridåy 22 Äpril 2022



Våççinåtíon änd Çheckíng-ín

You are not required to show your vaccination status before entering any venue such as food and drink venues, nightlife venues, entertainment venues, events, tourism venues, casinos/gaming venues or adult entertainment venues.

You are also not required to check-in to any venue using the Service Victoria app.

Many workers will need to have at least two vaccination doses if working outside your home.

Workers in high-risk settings such as healthcare and aged care will need to have three vaccination doses if working outside your home.



Vísítíng Høspítals änd Ägëd Çårë

Residents at care facilities can have up to five visitors per day if they are able to show a negative rapid antigen test result.

If the facility does not have rapid antigen tests, the resident may have up to two visitors per day.

We strongly recommend that all residents and visitors have three vaccination doses.

Visitors to hospitals must wear a mask and follow the policies and rules set by each hospital.



Måsk

Masks are required in limited high-risk settings including:

- While visiting a hospital, care facility or an indoor publicly accessible area in a healthcare setting, including allied health settings.
- At publicly accessible areas of an airport and on public transport, in taxis/rideshare services, in tourism vehicles and on commercial flights.
- Working in high-risk settings including healthcare, aged care and justice settings.
- After being tested for COVID-19 and awaiting results, other than as part of surveillance testing.
- If the person has COVID-19 or is a household contact, and is leaving the premises in line with quarantine, isolation or testing requirements.



Tëstíng, ísolátíon änd çuårántíne

If you test positive for COVID-19, you are required to self-quarantine for seven days from the day you took your test.

If you have spent more than four hours with someone who has had COVID-19 inside a house, accommodation or care facility, you are a household contact.

A household contact must isolate for seven days from the date you were exposed, unless you:

- test negative using a rapid antigen test on 5 days of the 7-day period (with tests spaced at least 24 hours apart)
- wear a mask indoors when outside your home
- avoid hospitals and care facilities

You are exempt from testing or quarantine for 12 weeks after you've had COVID-19.



ÇØVÍDSåfë Wørkplåçës

All workplaces must have a COVIDSafe Plan.

Third dose vaccinations will be mandatory for the following high-risk workforces:

- Healthcare workers
- Aged care workers
- Disability workers
- Emergency services workers
- Correctional facilities workers
- Abattoirs, meat, poultry and food processing workers
- Food distribution workers
- Quarantine accommodation workers
- School and early childhood workers and volunteers

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Appendix B: Lodge Cleaning Protocols

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 PPE while you clean.	Masks and Gloves to be worn during cleaning. Hands to be washed 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 that can discolour paint and fabrics and care should be taken when using it. Disinfectants approved for use at Sample Ski Lodge can be found at: https://www.tga.gov.au/disinfectants-use-against-covid-19-artg-legal-supply-australia
Focus on frequently touched surfaces.	Disinfect according to cleaning checklist. Light switches, doorknobs, stairway handrails and tap handles are just a few of the areas you will need to disinfect.
Fabrics and other soft, porous surfaces.	Carefully remove any visible dirt or grime, then use a steam cleaner on 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	Linen includes doona covers, sheets, pillow cases and towels. Wear mask and gloves when handling dirty laundry.

Appendix C: Lodge Cleaning Checklist

Area	Items to Clean/disinfect	
Entry/Ski Store/ Drying Room	Door knobs / handles Door Keypads	Light switches / powerpoints Bench Seat
Kitchen	Light / fan switches - powerpoints Cabinet handles and pulls Sinks, benchtops Dishwasher	Fridges – handles, internal areas Window winder handles Ovens/microwaves BBQ controls
Dining	Door knobs / handles Heater panels and controls Light switches	Railings Table tops/ bench seats Window winder handles
Lounge	Door knobs/ handles Heater panels and controls Light switches / powerpoints	Lounge arm rests Coffee Tables Roller blind chains
Games / TV Room	Light switches / powerpoints TV remote controls	Door handles Window winder handles
Bedrooms	Wardrobe door/drawer handles Bedheads Light switches / powerpoints Ladder rails	Cupboards Bedding – doona covers, pillowcases, linen Window winder handles Bunk rails
Bathrooms	Shower doors Sinks Tap handles and spouts	Toilets Shelves Light switch / powerpoint
Laundry	Washing Machine lid and controls Sinks Tap handles and spouts	Drier door and controls Cupboard handles Light switches / powerpoints