



COVID-19 Safe Plan

of

Narraburra Ski Club Co-Operative Limited

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GENERAL

COVID Safe Plan

This action plan applies at the time of preparation and is subject to change in the event of increased or easing of government restrictions, new advice and/or in the event of outbreak/infection occurring in the local community and/or Narraburra Ski Lodge.

COVID Safe Plan Review Schedule

Review date	Version	Author/s	Changes
29/06/2020	V1.0		Initial COVID Safe Plan

Background

This Narraburra Ski Club COVID-19 action plan has been developed by the Board with guidance from SLOPES, Federal and State Health advice and with consideration of the layout and facilities we have available at the lodge. The intent of this plan is to mitigate the risk of infection or transmission to members and their guests of the coronavirus (SARS-CoV-2) that causes the COVID-19 infection.

If you choose to stay at Narraburra Ski Lodge in 2020 it will be different to what we are all used to. We ask that you read and familiarise yourself with this plan, so you are aware of additional measures that the Narraburra Ski Club has in place and your responsibilities this season. We will also be asking members and their guests to acknowledge this plan and sign a waiver this year, so please make sure that you are comfortable with signing up to and complying with the limitations and additional requirements for the 2020 season.

Coronavirus and COVID-19 fast facts:

- The coronavirus (SARS-CoV-2) that causes the COVID-19 infection can be deadly to those who catch it.
- The coronavirus is highly contagious
- The most likely way you'll catch the virus is by breathing in micro-droplets a person with it nearby to you has released by sneezing, coughing or just breathing out.
- The coronavirus is a respiratory virus and therefore infects the respiratory system; it is not a gastrointestinal virus. There is no evidence you get a respiratory coronavirus infection from eating it.
- Viruses don't "live" or grow outside of their host, they merely exist until they are able to infect their next host or are destroyed/damaged by the environment they are in and/or through sanitisation.
- You can, however, also catch it via the hand-to-face pathway: touching a surface where viable virus material is present, then touching your mouth, nose or eyes.
- Spread of COVID-19 is highest from people with symptoms.
- Spread of COVID-19 before symptoms appears less common.

Coronaviruses can survive on surfaces for between hours and days. It depends on the type of surface, the temperature and humidity. Therefore, we need people to focus on personal hygiene measures. Washing your hands properly and frequently, and not touching your face are key.

Wash your hands with soap when returning to the lodge after being out, before and frequently when preparing food and handling food packaging. Washing your hands and not touching your face will minimise the risk of getting an infection after touching surfaces. Cooking will also inactivate the virus.

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

- <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.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

Use and Occupation of Lodge

General requirements

There are numerous resources issued by government in relation to the COVID pandemic including general hygiene and individual protection (see websites above).

General Practices include:

- Practice good hygiene
 - Wash your hands with soap and water for in excess of 20 seconds, and/or use alcohol-based hand sanitisers when handwashing facilities are not available. This includes before and after eating and after going to the toilet.
 - Cover your mouth when coughing and sneezing
 - Avoid touching your eyes, nose and mouth
 - Clean and sanitise frequently touches surfaces
 - If you are sick stay home (Self isolate)
- Practice physical distancing
 - keep 1.5 metres away from others wherever possible
 - avoid physical greetings such as handshaking, hugs and kisses
 - use tap and go instead of cash where possible
 - practise extra care if you are using public transport
 - avoid crowds – if you see a crowded space do not enter
 - avoid large public gatherings
 - stay at home if you have any cold or flu symptoms. Seek medical advice and get tested for COVID-19
- Follow the limits for public gatherings – Refer NSW Health for latest guidelines
- Understand how to isolate if you need to

At the Lodge

There are sanitising stations installed strategically around the Lodge to assist members and their guests comply with these requirements as well as advice in relation to cleaning requirements. There are also appropriate cleaning products provided throughout the Lodge.

Appendix A outlines a general cleaning list for the Lodge. This is not exhaustive and is a guide only.

Appendix B outlines COVID-19 safety requirements for each section of the lodge. While these are subject to change, all members and their guest must familiarise themselves with these and all requirements in this document and accept all conditions prior to arrival.

Restrictions on attendance at Narraburra Ski lodge

A member or their guest/s will not be permitted to attend the lodge if:

- They are or have been infected with COVID19 and have not recovered and are clear of the infection i.e. tested COVID negative.
- They have been or have returned from overseas immediately prior to visiting the Lodge and have not been through the required quarantine/isolation period 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 symptoms of COVID19 and have not tested negative or those test results are not yet available.

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 (AAOT).
- 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 found to be infected with COVID-19 or if they display COVID like symptoms whilst at the Lodge.
- There will be requirements in the event that a member or guest is found to be infected with COVID-19 within ~14 days after being at the lodge.

The Club's response to each of these is set out on the following pages.

Numbers using the Lodge

NSW government authorities currently recommend that businesses have a minimum of 4 square metres for each person in indoors areas such as the communal areas of the Lodge.

Narraburra Ski Lodge is licensed to accommodate no more than 19 persons at any one time. The Table calculations in Appendix A show that use of the Lodge can accommodate 19 persons, appropriately socially distanced in the communal areas as per government guidelines. However, the Board has elected to reduce this number to 12 persons at any one time in the Lodge Sunday to Saturday and no persons in the Lodge from 12pm Saturday to 12pm Sunday until further notice, while the operation of this COVID safe plan is fully implemented. See Lodge Accommodation Bookings section below for further details.

A higher density of occupancy could be permitted than the Table calculations in Appendix A set out if large family or household groups are using various areas of the Lodge (on the basis they are one household). There is also the potential to use facilities such as the kitchen and dining areas in "shifts" e.g. two shifts in the dining area and kitchen while people use other areas of the Lodge or stay in their bedroom to minimise gatherings in certain communal areas of the lodge at any one time.

The Board will adopt the numbers from the Table calculations in Appendix A as general guidelines recognising that there may be situations where a slightly higher density would be acceptable while ensuring social distancing occurs.

Lodge cleaning

Members and their guests are responsible for ensuring the Lodge has been cleaned to a high standard as this is an important strategy to minimise transmission risk. They are responsible for ensuring they clean all areas that they utilise as they go. For example:

- the kitchen must be cleaned and sanitised to a high standard before and after preparing meals
- the communal seating throughout the Lodge must be wiped down with sanitiser before and after use – this includes the entry foyer, dining area and lounge

Guidelines will be provided by the Booking Manager and Lodge Captain to members and guests prior to and during their stay. In addition, signage will be available that will provide instruction.

Not following this directive may lead to the Lodge being shut down. Sanctions may be applied to members or their guests in these instances.

The checklist in Appendix B provides some guidance on the cleaning approach (this is not exhaustive). Each Lodge Captains will be tasked with ensuring compliance with these requirements. Not following directives by the Weekly Lodge Captain may lead to sanctions.

Actions in the Event of a COVID-19 contamination in Lodge

1. If a person staying in or visiting the Lodge has or contracts COVID-19, the following process will be undertaken:

- The infected person will immediately be isolated and then transferred to suitable premises/accommodation/hospital. Transfer of the infected person will follow any specific requirements issued by the NSW Department of Health.
- Upon advice issued by the NSW Department of Health, the Lodge will most likely be shut down as rapidly as possible and all occupants will be required to vacate the premises. All occupants will be advised to self-isolate and undergo testing.
- The Department of Health 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 NPWS will be advised of the infection and the Club will follow any direction issued by the Service or their delegate.
- The Club's Board will organise a deep clean of the Lodge. No subsequent occupation will be permitted until such cleaning is complete.
- All members of the Club will be advised of the infection.

2. If a person has symptoms of COVID-19 but the infection is not yet confirmed, the following process will be undertaken:
- The person who has the symptoms will be required to have a COVID-19 test without delay.
 - The person will be isolated in their bedroom until such time as the COVID-19 test is confirmed. If that person is a minor their parent or guardian will be responsible for the care of that minor and that parent/guardian will also be isolated.
 - The Club will inform all guests staying in the premises of the potential risk of infection. Additional cleaning may be required in the areas the person has accessed.
 - The person may choose to vacate the Lodge prior to the outcome of a COVID-19 test. In this instance, the guest will be required to inform the Club of the results of the COVID-19 test.
 - The Club will monitor the COVID-19 test status or be informed of the departure of the guest. The name and contact details of that guest will be supplied without delay to the Club.
 - The Club will follow up the guest to confirm the results of the COVID-19 test. If that test is positive, the Club will immediately inform all other persons that have occupied the Lodge in that week of that status and commence the process set out above for a COVID infection.

Lodge users who develop any COVID-19 symptoms while staying in the lodge, or within 48 hours of leaving the lodge are required to have COVID-19 testing. If a person tests positive after developing symptoms within 48 hours of leaving the lodge, the Club must be notified and a "lodge contamination event" (relevant parts of point 1. above) will be triggered.

Lodge Accommodation Bookings

Subject to government restrictions and advice, the Lodge will re-open for bookings from Friday 26th June 2020.

The Narraburra Board at this time has restricted bookings to seven day bookings that will be restricted to six night stays with strict Sunday arrival and Saturday departure days to further limit any potential cross infection. The Narraburra Board at this time has also restricted bookings to 12 people at any one time.

The booking process will include the following actions to ensure compliance with this Plan:

- The Booking Manager will confirm bookings with each member and that safety requirements under this plan can be met.
- A Lodge Captain will be appointed for each week in advances and notified. They will assist with ensuring the physical distancing and cleaning/hygiene practices are adhered to by all members and guests.
- Each booking will be forwarded a booking confirmation, the current COVID-19 Safety Plan and a Waiver prior to their booking. The Waiver must be returned to the Booking Manager for every adult member and adult guest staying at the lodge. A Waiver must also be provided for all minors staying at the lodge signed by their parent or guardian. The parent or guardian must also confirm that all minors that are capable of understanding the requirements have had them explained clearly.
- Each booking will be contacted on the day prior to arrival to confirm that no one booked to stay at the Lodge is showing any signs or symptoms of COVID-19.
- Any members or guests showing signs or symptoms will have their booking cancelled without being charged for their accommodation. Refund and/or booking deferral options are available.
- Members who host guests will be responsible for the actions of their guests including compliance with this Safety Plan.
- Parent/s and/or guardian/s with minors will be responsible for the actions of them and are expected to remain with them at all times to ensure compliance with this Safety Plan.
- Documentation and contact details for all persons that enter the building will be kept securely on file along with their waiver.

Appendix A – Risk Management Response and Action Plan

COVID-19 Pandemic Risk

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) it is the key health and safety risks that is the focus of this risk management plan.

COVID-19 Action Plan

Promoting good hygiene and cleaning protocols along with physical distancing within the Lodges to prevent and control coronavirus transmission and infection.

Lodge Area	What are the risks/issue	What actions to take
General	<ul style="list-style-type: none"> Contamination when persons enter and touch surfaces, switches, door handles, heaters, railings, etc. 	<ul style="list-style-type: none"> Provide hand sanitizer station Hand washing notices required Daily cleaning/sanitising, cleaning/sanitising before and after use, and additional weekly cleaning/sanitising <ul style="list-style-type: none"> This will include a twice Daily roster with a list of high touch areas to be cleaned Lodge Captain each week to allocate 1 adult per day on this roster for every day Provide tools for people to use to self-check and sanitize – Forehead thermometer in lodge. COVID safe signs displayed Ensure social spacing & restriction of numbers
Ski room/lodge entry	<ul style="list-style-type: none"> Contamination when persons enter and touch surfaces, door handles, security lock 	<ul style="list-style-type: none"> Provide hand sanitizer station Daily cleaning/sanitizing COVID safe signs displayed Ensure social spacing & restriction of numbers
Kitchen	<ul style="list-style-type: none"> High risk infection area due to communal cooking situation and high people traffic Contamination when persons enter and touch surfaces, door handles, garbage receptacles, dishwashers, ovens, sinks, shared cutlery, shared pots/pans, microwaves, ovens, Shared appliance, cutlery, plates, pots/pans, ovens, etc. Contamination from food preparation Social distancing constraints 	<ul style="list-style-type: none"> Sanitation stations Ensure social spacing & restriction of numbers Cleaning/sanitising after each group use and/or cleaning/sanitizing after every meal Handwashing is recommended as most effective; disposable gloves provided to wear to unstack clean, dishwasher items Co-ordinated cooking times/shifts to ensure social spacing during meal preparation and seating – self managed under guidance of lodge captain Recommend that members/guests bring pre-prepared food to minimise kitchen preparation and activity All cups, plates, cutlery, utensils, pots and pans must go through a dishwasher cycle – rinsing as usual is OK before dishwashing. Dirtier frypans, saucepans and baking dishes should be handwashed first in hot soapy water – the dishwasher cycle acts as a sanitising step Drip dry dishes from dishwasher recommended. Limit tea towel use and wash after every meal time.

		<ul style="list-style-type: none"> • All condiments removed, except for salt, pepper, sugar, tea, coffee • Ensure paper towels are disposed appropriately into general waste – NOT paper recycling • COVID safe signs displayed • Signage will indicate total numbers for area
Dining room	<ul style="list-style-type: none"> • High risk infection area due to communal eating situation and close proximity of diners • Contamination when persons touch surfaces 	<ul style="list-style-type: none"> • Sanitation stations • Ensure social spacing & restriction of numbers • Cleaning/sanitising after each group use and/or cleaning/sanitizing after every meal • Rearrange seating in the dining room to ensure social spacing & limit numbers (middle dining table not to be used) • 1 household per table • Co-ordinated eating times/shifts to ensure social spacing during meal seating – self managed under guidance of lodge captain • COVID safe signs displayed • Signage will indicate total numbers for area
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 • Social distancing constraints 	<ul style="list-style-type: none"> • Sanitation stations • Hand washing notices required • Cleaning/sanitizing after every use • All cushions removed • COVID safe signs displayed • Signage will indicate total numbers for area
Bedrooms	<ul style="list-style-type: none"> • Infection transfer by pillows, linen doonas, blankets, heaters, windows. • Contamination when persons enter and touch surfaces. 	<ul style="list-style-type: none"> • Cleaning/sanitizing after use • Remove lodge pillows. Guests to bring own pillow • Guests to bring own linen. If they forget this, and use lodge linen, they will be responsible for washing, drying, folding and putting away themselves before departure. • Blankets only to be used on outside of other linen (ie: not against the skin) • COVID safe signs displayed
Bathrooms	<ul style="list-style-type: none"> • Contamination when persons enter and touch surfaces, door handles, sinks, shower facilities, heaters, windows 	<ul style="list-style-type: none"> • Close communal shower. • Toilets still available. • Cleaning/sanitizing after use • Hand washing notices required • COVID safe signs displayed
Laundry	<ul style="list-style-type: none"> • Contamination when persons enter and touch surfaces, door handles, sinks, washing 	<ul style="list-style-type: none"> • Cleaning/sanitizing after every use

	<ul style="list-style-type: none"> machine, dryer, storage, heaters, windows 	<ul style="list-style-type: none"> Include washing machine, taps and dryer as frequently touched surfaces for daily sanitising Hand washing notices required COVID safe signs displayed
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 	<ul style="list-style-type: none"> Only boots to go in drying room No clothing, balaclavas, beanies or helmets, etc Coat hangers removed to prevent hanging of items
Argo	<ul style="list-style-type: none"> Social distancing constraints 	<ul style="list-style-type: none"> Only one designated driver per week. And as such, no other drivers should use the Argo. Argo limited to driver plus 2 passengers in back on opposite diagonal sides, more if a household/family/travelling group which includes the driver. Use of the Argo should primarily be used for transportation of goods and not people. Members and guests should make their own way up and down the hill without using the Argo where possible.
Other areas of the lodge	<ul style="list-style-type: none"> Contamination when persons enter and touch surfaces, switches, door handles, heaters, railings, etc. 	<ul style="list-style-type: none"> Provide hand sanitizer stations throughout the Lodge COVID safe signs displayed throughout the Lodge Additional weekly cleaning/sanitising of low traffic areas

Managing numbers within the Lodge at any one time to achieve social distancing guidelines

Lodge* Areas	Area (m ²)	Max persons (area/4 sq m) to facilitate physical distancing
Kitchen	2.9 m x 2.3 m = 6.2 m ²	Allowing 1 person
Dining area	7.3 m x 5.0 m = 36.5 m ²	Allowing 6 people
Lounge	7.3 m x 4.5 m = 32.9 m ²	Allowing 7 people
Bedrooms [^]	N/A	N/A
Pool Room	6.2 m x 4.7m = 29.2 m ²	Allowing 7 people
Laundry		Allowing 1 person
Drying room		Allowing 1 person
Ski Room/Entry Hall	6.3 m x 2.1m – 13.2 m ²	Allowing 3 people
Ski Storage/Vestibule		Allowing 1 person
Ski room		Allowing 1 person
Wood Store		Allowing 1 person
Each Locker Room		Allowing 1 person

* Main lodge common area (kitchen, dining, lounge) total ~76m² = 19 ppl

[^] Bedrooms – maximum of 1 household/family/travelling group per room

Appendix B – Narraburra Ski Lodge

Cleaning guidelines to help prevent the spread of COVID-19 based on Federal/State/Safe Work Australia Guidelines, 2020

A key way to protect people from the risk of exposure to COVID-19 is by implementing appropriate cleaning and disinfecting measures. A combination of cleaning and disinfection will be most effective in removing the coronavirus.

Cleaning with detergent and water is usually sufficient for routine cleaning. Once clean, surfaces can be disinfected. Safe Work Australia state that for routine cleaning in a non-healthcare situation, physical cleaning with water and detergent is usually sufficient. The following cleaning/disinfection protocol and frequency for the Lodge has been developed based on the low likelihood of contaminated material being present under normal use and healthy members/guests occupying the lodge. As an extra precaution, the Lodge will implement the practice of daily sanitation of frequently touched surfaces plus sanitation of residents' bedrooms, bathrooms at the end of each week/stay.

Method/Approach	Actions
Twice Daily cleaning and sanitation	
Frequently touched surfaces DO NOT SPRAY sanitiser directly on electrical items including switches and appliances. Moisten cleaning cloth with sanitiser and wipe over item (damp dust). Appliances and floor lamps must be unplugged before wiping.	<ul style="list-style-type: none"> • Door handles, hand railings • Light and floor lamp switches • Heater switches • Window winders • Communal area taps – kitchen, laundry, shared bathrooms • Kitchen surfaces, cupboard door and fridge handles, microwave doors and touch panels, oven and dishwasher door handles, kitchen appliances, bin lids • Washing machine lid and touch panel • Clothes dryer door and touch panel • Dining chairs
Weekly cleaning and sanitation	
Ventilate rooms before you clean.	Allow fresh air to circulate for at least 20 minutes. If possible, leave all windows open during the entire cleaning process.
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 sanitizer 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.	As listed in daily sanitation above Frequently touched surface means a surface that is touched often, by the same or different people. For example, a door handle or light switch. Infrequently touched surface means a surface that is touched less than a frequently touched surface. For example, the surface of a cupboard door.
Lounges and other soft, porous surfaces.	Carefully remove any visible dirt or grime, then use the appropriate cleaner for the material.
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.
Consider vacuum risks	Change/swap vacuum filters every vacuum cycle and wipe over vacuum with sanitising wipes between uses
Bedding and Linen	
Personal linen	All members/guests must provide their own fresh linen – top and bottom sheet, doona cover and pillow slip.
Pillows	All members/guests are recommended to use their own pillows.
Wash all linen at the highest heat setting recommended by the manufacturer	Should you forget your linen and/or use a lodge pillow. You must clean, dry and put away all your used linen yourself and also the pillow protector which should be returned to the pillow from which it came.
Consider vacuum risks	Change vacuum filters every vacuum cycle.

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 Window sills 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 Window sills and window handles
Dining	Doorknobs Railings Lamp chains/switches Light switches/pulls	Railings Tabletops/seats Window sills and window handles
Lounge	Doorknobs Railings Lamp chains/switches Light switches/pulls	Lounges especially arm rests Railings Tabletops Window sills and window handles
Bathrooms	Shower doors Showers and tubs Sinks	Tap handles and spouts Toilets Window sills and window handles
Bedrooms	Hangers and luggage racks Bedheads/foot Nightstands/side tables	Cupboards/dressers Bedding – doonas, pillows, linen Window sills and window handles

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