

# Compiling a COVID–19 Management Plan

This guide is to assist outdoor sector associations and organisations to develop an organisation’s COVID-19 Management Plan. A templated table is provided to enable organisations to formulate a response to deal with risks in an active COVID-19 environment. This template is to be used in conjunction with the Principles detailed in the “Outdoor Council of Australia (OCA) Framework”;

<https://www.outdoorcouncil.asn.au/wp-content/uploads/2020/05/OCA-Framework-for-Rebooting-Outdoor-Activities-in-a-COVID-19-Environment-Final.pdf>.

The purpose of this template is to provide guidance in developing structured processes for how organisations plan to manage mandatory hygiene, physical distancing and participant numbers while conducting their outdoor activities.

## Plan Implementation

Each organisation intending to conduct Outdoor Activities for the purpose of recreation, tourism and education should analyse the reasons for doing so and ensure they are within the boundaries of their state-based COVID-19 restrictions. The organisation will need to follow several documents to formulate a proper plan to underpin what they do and how they communicate with their sector peaks, the government and stakeholders.

## Quick reference guide

1. Understand the specific steps that the government have implemented in your State / Territory.
2. Read and understand the OCA FRAMEWORK Principles which will help you in developing your plan.
3. Populate the below template for developing your COVID-19 Management Plan
4. Communicate this to your clients/members/customers to ensure they understand the steps you are taking
5. Create or use the fact sheets (where available) from the State /Territory authorities. Please note not all states / territories have provided fact sheets for industry sectors.
6. Access the Appendix of resources related to each section of the template.

## Acknowledgement

The Outdoor Council of Australia acknowledges the Traditional Owners of the land and waters across Australia where we live, work and play. We pay respect to Elders past, present and emerging.

## Disclaimer

All actions taken by tourism providers, youth groups, recreation clubs, schools, education centres, individuals, camp facilities, outdoor activity providers and other users remain the responsibility of that sole trader or organisation. OCA/OSA/OV/ONSW/QORF/OWA/ACA & Scouts Australia (peak bodies) accepts that this document may also be used by organisations and people who participate in and deliver outdoor education, recreation and outdoor activities to all ages in Australian communities. It is intended that the OCA FRAMEWORK and state-based authority guidance will also be referenced. While all care has been taken in the preparation of this plan, the peak industry bodies do not accept responsibility or liability for the results of specific action taken on the basis of the document, nor for any errors or omissions. This document will be subject to change on a basis of continued revision – please check the version and date stamp before use.



## **A COVID-19 MANAGEMENT PLAN TEMPLATE FOR GROUP BASED OUTDOOR ACTIVITIES**

**Used in conjunction with the  
OUTDOOR COUNCIL OF AUSTRALIA (OCA) FRAMEWORK FOR  
REBOOTING OUTDOOR ACTIVITIES IN A COVID-19 ENVIRONMENT**

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## Our vision

Outdoor recreation spaces, activities and experiences connect people to place, and provide benefits within our communities. Australians value a cross-cultural 'Connection to the land' and we act to protect the legacy of participation in outdoor recreation and education for our current and future populations.

## Guiding benefits for outdoor activities

### Community Benefit

Outdoor recreation provides benefits to our communities by contributing to health and well-being through physical activity, as well as quality of life through social contact.

### Interconnection

Communities are stronger from being connected through greenways and waterways that act as corridors for recreation; and by linking landscape units tying urban to peri-urban, rural to wilderness.

### Stewardship

Outdoor recreation participants are more inclined to become stewards of the environment in which they engage when well planned, diverse outdoor recreation settings of high environmental quality are provided.

### Validity

Outdoor recreation spaces need appropriate access, infrastructure and planning to balance significant pressures from competing land uses.

### Future Needs

The outdoor sector needs a comprehensive, integrated and collaborative policy approach that fulfils recognised outdoor recreation benefits with projected demand.

## Outcomes We Seek

1. Provision of a comprehensive range of opportunities for participation in legitimate outdoor recreation and education activities, integrating interstate and regional projects where possible for wider accessibility;
2. Properly resourced land and water management agencies to effectively manage our protected areas;
3. A commitment to resource studies of the socio-economic and environmental benefits of diverse outdoor recreation activities;
4. Tangible support for outdoor recreation providers and educators for the delivery of positive and inclusive outdoor education programs within the P-12 school system;
5. A "whole of government" approach to planning, coordination, resourcing and delivery of outdoor recreation/ education/ therapy/ tourism programmes, and work with the VET, and higher education and industry associations to provide relevant, accessible, sustainable training and professional development for outdoor leaders;
6. Identify and protect land and water resources for current, future and latent demand for outdoor recreation spaces

## Introduction and purpose

The purpose of this template is to provide guidance in a structured manner to develop your own analysis of the intended activity and how you plan to manage potential risks associated with COVID-19 while conducting the activity.

The document is made for the purpose of supporting the outdoor sector to rebuild and return to operations that match the health authority directions and relevant State/Territory jurisdictions.

All intentions in this document are to build and grow a sector that contributes so much in social, health, wellbeing and economic benefits for communities.

## How to implement your plan

Each organisation intending to conduct outdoor activities for the purpose of recreation, tourism and education should seriously analyse the reasons for doing this and ensure they are operating within the guidelines as set by their State/Territory body at the time. An organisation can use this document to formulate their plan.

As per the introduction to this document, follow these simple steps;

1. Understand the **steps that the government have implemented** in your State / Territory.
2. Read and **understand the Principles of (OCA) FRAMEWORK FOR REBOOTING OUTDOOR ACTIVITIES IN A COVID-19 ENVIRONMENT** which will help you in developing your plan.
3. **Populate the below template** for developing your COVID-19 Management Plan
4. **Communicate this** to your clients/members/customers to ensure they understand the steps you are taking
5. Create or use the **fact sheets** (where available) from the state / territory authorities. (Please note not all states / territories have provided fact sheets for industry sectors).
6. Use the **Appendix of resources** related to each section of the template.

## Communications Plan

It is critical to ensure you are developing a plan of communication with your stakeholders/clients. They need to understand the modifications and rules in place for accessing your service. This plan can also identify the types of communication methods you will be using to get the message across so there is not confusion for your users, participants, staff, volunteers, local landowners, health authorities.

To ensure the best success with your plan it needs to ensure you are being transparent, explicit and realistic in the targets you are setting for EACH OF THE STEPS.

**<INSERT ORGANISATION'S LOGO/NAME>**

**A COVID-19 MANAGEMENT PLAN**  
**FOR GROUP BASED OUTDOOR ACTIVITIES**

**Used in conjunction with the**  
**OUTDOOR COUNCIL OF AUSTRALIA (OCA) FRAMEWORK FOR REBOOTING OUTDOOR ACTIVITIES IN A**  
**COVID-19 ENVIRONMENT**

**Introduction to document:**

The purpose of this template is to provide guidance in a structured manner to develop the organisations own analysis of the intended activity and how you plan to manage infection control while conducting this activity.

The document is made for the purpose of supporting the outdoor sector to rebuild and return to organisations that match the health authority guidelines and relevant state jurisdictions.

## Recommended Outdoors Sector Guidelines for Outdoor Activities in a COVID-19 environment in Australia

\*Note: The steps, levels and locations are exchangeable to suit specific organisational requirements

### **(Step 1) Template using the OCA Framework (CURRENT LEVEL) related to (STATE)**

PARTICULARS	GUIDING QUESTIONS AND REMINDERS	RESPONSE
<b>Organisation / person completing plan</b>	What is your organisation's name? What type of organisation are you? Who is authorising this document and its use within your organisation?	
<b>Summary of service type</b>	What type of group or organisation are you? Do you have a peak body that is providing instruction on procedures for your activity? If yes, what is the name of that peak body? What is the service you are arranging? In the early stages of returning to normal activity, have you considered modified activities and times to ensure there is less chance of injury?	
<b>Site Description</b>	If you have a site you will be operating at, please describe the specific location and address If it is public space, describe the intended area of use such as the national park and trails planned for use Have you developed a map of how to manage people on the site? Will you have more than one group accessing your site at a time?	
<b>Activity provision</b>	Are you offering multiple activities? If no, name the activity you offer. If yes, list the exact activities being offered by your organisation in order of highest risk activity to lowest risk activity in reference to infection control and distancing (based on activity table below).	

## Recommended Outdoors Sector Guidelines for Outdoor Activities in a COVID-19 environment in Australia

PARTICULARS	GUIDING QUESTIONS AND REMINDERS	RESPONSE
<b>User / consumer Summary and method to log participants</b>	<p>Summarise the user / consumer group.</p> <p>Have you assessed the health risk of this population within the Local Health Authority statistics and/or directives?</p> <p>What will you do if someone has flu like symptoms?</p>	<i>Notes; activity for the person with symptoms should cease immediately, isolate and be tested for COVID-19.</i>
<b>Communication and notification to participants / customers</b>	<p>What contact information will you be maintaining for each participant that can be accessed by Health in the event of an outbreak / case?</p> <p>How long will you keep the records for?</p> <p>What considerations do you need to contemplate for Privacy of your participants?</p> <p>How and who will you notify if contamination occurs?</p> <p>How will you communicate to health authorities?</p> <p>What will be your shut down process to enable investigation in the event of contamination?</p> <p>Is there a requirement to notify workplace health and safety authorities and/or landowners / land managers?</p>	
<b>Precautions and guidelines for your user group</b>	<p>Are there particular variants from the norm for your user group in regard to the care and likelihood of infection?</p> <p>Will your user group be at high risk of post activity complex issues if infected by COVID-19?</p> <p>What state or national information is available to inform you of the appropriateness of your user group participating in a group-based activity?</p>	<i>Notes; consider age, demographics, multiple health concerns, fitness level amongst others.</i>
<b>General hygiene protocols that will be implemented</b>	<p>What are the hygiene protocols you will implement for each part of your activity session?</p> <p>Have you thought about the types of contamination points there will be in your activity when considering this?</p> <p>Are you aware of the general and well documented hygiene protocols prepared by</p>	



## Recommended Outdoors Sector Guidelines for Outdoor Activities in a COVID-19 environment in Australia

PARTICULARS	GUIDING QUESTIONS AND REMINDERS	RESPONSE
	health authorities?	
<b>General principles of physical distancing and the key contact points</b>	<p>What are the key contact points of the activity you believe physical distancing might be problem?</p> <p>Identify and make sure you deal with these below.</p> <p>-e.g. transportation, entrance and exit points of congestion, participation in the activity, eating times, high touch points, toileting and other times.</p>	
<b>Entry and exit distancing planning</b>	<p>Will you require a clear pathway of entrance and exit separate to your normal process to enable distancing and controlled exposure control?</p> <p>How are you planning to manage your congestion points at your facility or activity location?</p> <p>Will you have protocols in place for car parks and managing the number of people coming to your site at a time?</p> <p>How will you manage flow and overcrowding and / or people who have to go into a standby mode while waiting for appropriate participation numbers?</p> <p>Will you have a participant drop-off system?</p> <p>If yes, will it be supervised?</p>	
<b>Non-participants and /or leader planning</b>	<p>What rules will you have in place to manage the attendance of minors?</p> <p>How will you manage spectators not intending to directly participate in the activity session?</p> <p>Will you provide prior notice to people in your advertising or bookings or will this be part of the signage when people arrive?</p>	
<b>Transport requirements</b>	<p>Will transport be required as part of the service you provide?</p> <p>What protocols are in place to manage air flow and physical distancing in transport?</p> <p>What protocols are in place to manage hygiene and COVID-19 concerns during transport?</p>	

## Recommended Outdoors Sector Guidelines for Outdoor Activities in a COVID-19 environment in Australia

PARTICULARS	GUIDING QUESTIONS AND REMINDERS	RESPONSE
<p><b>Use of the supporting infrastructure</b></p> <p><b>Such as amenities</b></p> <p><b>NB: indoor or outdoor restrictions may vary</b></p>	<p>Does the activity require the use of supporting infrastructure?</p> <p>Will your group be using any supporting infrastructure as part of their activities?</p> <p>Describe the supporting infrastructure and how these will be accessed or restricted during this activity?</p> <p>E.g. sheds, toilets, change rooms, club rooms, catering facilities, carparks etc.</p> <p>Have you planned out your space for facility use to ensure distancing is maintained?</p>	
<p><b>Managing food and eating areas</b></p>	<p>Is food service required during the activity?</p> <p>Will people be providing their own food?</p> <p>Will you be serving food?</p> <p>Will you provide a distinct time for eating food where you can stagger meals?</p> <p>What space is provided for eating separate to the activity area?</p> <p>If you're operating at a school, will you follow normal school practices?</p>	<p><i>Notes; no food sharing should be considered and avoid buffets</i></p>
<p><b>Accessing Public Facilities</b></p> <p><b>NB: indoor or outdoor restrictions may vary</b></p>	<p>Will you require access to public facilities as part of your activities?</p> <p>Is it crucial to access these facilities?</p> <p>Does the landowner have these facilities currently open to the public?</p> <p>How will you obtain landowner permissions?</p> <p>What control measures will you have in place for this?</p>	<p><i>Notes; consider the supply of sanitary items by organisations</i></p>
<p><b>Accommodation / Camping requirements</b></p>	<p>Is accommodation allowed for your activity under the current restriction level?</p> <p>Will you have people staying overnight as part of your service provision?</p> <p>What type of accommodation do you intend on using? Hotel rooms, dormitories, tents etc. Please specify.</p> <p>What assessment has been conducted on these accommodation types?</p> <p>How can you mitigate the risk of transmission through these accommodation types?</p>	

## Recommended Outdoors Sector Guidelines for Outdoor Activities in a COVID-19 environment in Australia

PARTICULARS	GUIDING QUESTIONS AND REMINDERS	RESPONSE
	Do you require additional infrastructure to accommodate your participants due to social distancing?	
<b>Leader – supervision controls</b>	Are additional leaders required to manage group sizing due to COVID-19 management issues? Is additional training required? If so, has the training been delivered?	
<b>Personal Protective Equipment (PPE)</b>	What PPE is required under normal service provision? What additional PPE is required due to COVID-19 management issues? If the PPE is non-disposable (E.g. Helmets, harnesses, PFD's etc.), how can these products be sanitised appropriately? Is there manufacturers' directions or other accepted best practice guidance regarding cleaning of the specific equipment? Are you able to follow the manufacturers' directions or best practice guidance?	
<b>Activity Equipment</b>	Do you require activity equipment to be used or provided for the activity? Are these provided to the user or do they bring their own? E.g. mountain bikes, saddles, paddles, kayaks. Do you have cleaning protocols for these pieces of equipment, even if provided by the user? Who will carry out the cleaning? How often will it be cleaned?	
<b>Access to medical facilities</b>	Is there access to medical facilities or medical services during the activity? Do all activity leaders have adequate training in first aid and COVID-19 response protocols?	

## Recommended Outdoors Sector Guidelines for Outdoor Activities in a COVID-19 environment in Australia

PARTICULARS	GUIDING QUESTIONS AND REMINDERS	RESPONSE
	Does every activity leader have a fully stocked first-aid kit with appropriate COVID-19 PPE?	
<b>External provider coming into the activity location?</b>  <b>Or a provider delivering services on school grounds</b>	Difference in restrictions for contact / non-contact / individual activities Has the external provider completed the following? -Screening? -Risk Assessment? -Covid-19 Management Plan? Has the external provider been fully briefed on the protocol requirements of the operating environment?	
<b>Readiness to reverse / amend plans</b>	What plans do you have in place to modify services again? What restrictions will you implement and how long will those changes stand? How will you implement your modified services potentially at short notice?	
<b>Readiness to advance to the next level if restrictions ease</b>	How can you move towards the next level and eventually to normal service delivery? What will you base your decision making on?	

### Template Section Notes;

#### Summary of Service Type

In this section you're outlining the context of the service. E.g. is it a community walking group for recreation or is it a commercial tour with paid clients? Use this section to establish which peak body (if any) represents your service. It questions the exact service (or activity) you're offering. This will help in the case where you may be using multiple activities and not needing an individual plan for each participation activity as you would be writing the plan for the day tour as a whole and grouping activities of similar risk factor (see Activity Provision).

#### Site Description

This section requires the details about your site of operation such as address, planned public land access etc. The intention is to create a picture of where you will be operating so that outbreaks can be identified quicker and risk areas notified earlier. Also it helps to determine what numbers you can physically manage in your space and if you will be going to high contact areas in public land.

#### Activity Provision

This section allows you to list multiple activities and if relevant, use the table of activities located in the FRAMEWORK to identify what is the higher risk activity in reference to infection control. Activities can be listed in order of risk to be able to gauge a suitable return to service provision of each activity.

#### Summary of Consumer/ User and method to log attendance

This section is important as there are documented tighter restrictions for adults over children. Therefore you need to understand the demographic and create the picture of who you will be working with. Is it a higher risk group? The answer will set the context for you and the stakeholders to determine if service provision is appropriate or not.

Will your activity intend on having larger groups broken up into smaller pods and how will you manage and/ or communicate this through your planning and risk assessment?

#### Communication and notification to participants

This section you will outline your communication methods to people, how you will inform people of your practices and required expectations to participate. In the event of a positive case / contamination during your service provision, your organisation needs to have a protocol of how to notify all other participants present on that tour/ service and authorities. In this section, outline the process of that notification and what your shutdown procedure is in anticipated case and post contamination.

#### Precautions and Guidelines for your User Group

This section allows you to analyse the demographics of your user in relation to the activity framework and the risk of infection. Use this section to detail where you are obtaining the information from state or federal government to justify the appropriateness of your service provision going ahead.

#### General Hygiene Protocols and Physical Distancing

This will be directed at how you will address the specific touch points in your activity or proximity issues you may be experiencing, e.g. a tour guide checking a climber's safety during roping activities will need to potentially make contact with the rope and/or equipment, while being in proximity to the climber and belay team.

You will be able to outline general practices across the session, tour or camp and address these in your plan.

This section allows you to outline the parts of your activity/activities where distancing may be problematic and asks you to document how you will manage the following: transportation, congestion, participation, eating time, heavy touch points etc.

#### Entry and Exit Distancing Planning

This section must be considered as different activities create a range of congestion points. E.g. if you are conducting a climbing facility how will you manage the arrival of participants and bystanders? Will you restrict access to spectators and how will you make notice of this?

# Recommended Outdoors Sector Guidelines for Outdoor Activities in a COVID-19 environment in Australia

It is intended that you will create flow points to reduce contamination across your groups of 10 participants at a time. E.g. you serve 10 people then have a break, then clean/ sanitise while that 10 leave before you enable the next group to enter and so on.

How will you manage people's interaction at a trail head or carpark or activity starting area to ensure practices are followed?

## Non-participants and /or Leader Planning

This section allows you to address non-attendees or minors attending as dependants to participants. Will you have people attending that are not participating? What will be done with these people as they become part of the numbers in the activity session? This needs to be dealt with prior to arrival or commencement of the session.

## Transport requirements

Does your service require transport arranged by you and how will you manage this? Perhaps you will encourage participants to transport themselves to activity locations. Will guides need to have participants sit a particular way in your tour bus? Will there be different considerations for students in a bus as they have no distancing requirements? How will you manage this? What protocols will you have in place to manage air flow and hygiene control in vehicles?

## Use of supporting infrastructure such as amenities

You will need to outline the types of facilities needed to perform your service to ensure you have distancing rules and hygiene processes in place for them. This will also need to include using public facilities and the processes you have in place for managing your interactions with them. Consideration will also need to be taken to address the use of indoor and outdoor facilities and how this impacts your service.

## Managing Food and Eating Areas

Is meal provision part of your service? This section allows you to detail your organisation's response to safely managing the cooking and service of food. It allows you to detail appropriate eating areas and how those areas are being sterilised and alleviating risky serving options like buffets and sharing plates.

## Accommodation Requirements

This section allows you to address concerns around accommodation types and what risks are associated with overnight service provision. It asks you to outline appropriate risk mitigation for sleeping quarters.

## Leader – supervision controls

This section requires working out the leader requirements and tasks for your leaders to be operating safely. This will take into account your protocols for screening works and what practices they need to follow out of service. Then what protocols you have implemented during service to ensure you maintain a safe workplace.

## Personal Protective Equipment (PPE)

This section allows you to document not only the PPE required for safe activity operation, e.g. helmets, wetsuits, harnesses, gloves etc. but the PPE required to safely maintain infection control and good hygiene practice. You have the opportunity to document how to appropriately sterilise equipment between uses.

## Activity Equipment

This is for activities that require complex equipment in order for you to be able to deliver your service. Will consumers be providing their own equipment? If so, how can you manage sterilisation? Do you have any protocols around the safe cleaning of your organisation's activity specific equipment? If so, please detail in this section.

## Access to medical facilities

Part of your planning needs to consider access to medical facilities and your on-location first aid response. This may be unchanged from before and during COVID-19 restrictions. It allows organisations to address their first aid qualifications and first aid equipment with reference to responding to the emergencies and infection control.

## External Contractor and External Provider Coming into a School Environment

School environments have different procedures around physical distancing. Are your restrictions different for school staff vs. contract staff?

What is the basis of these differences? This section allows you to outline your risk management plan around external contractors being on site.

### **Readiness to Reverse Plans Should Restrictions Increase**

















This section allows you to outline the plans you have in place in the event of restrictions increasing again due to increased COVID-19 numbers of a second wave of infection. How do you plan on communicating these restrictions to your market?

### **Readiness to Advance to Next Level if Restrictions Ease**

This section allows you to outline the steps your organisation plans to make moving towards normal service provision. How will your organisation make these decisions and what public authority will you be referencing?

# Infographic Example for Stakeholder Communications

(Courtesy of PCYC NSW)

Arrival at the Club	Waiting for Class to Start	During Class	Completion of a Class and Departure
			
<p><b>Step 1:</b> All members are to join the queue set by social distancing markers laid out on the ground outside PCYC entry to the club. Markers will be situated both inside and outside the club dependent on how far away the reception desk is from the front doors.</p> 	<p><b>Step 1:</b> A designated waiting area for participants should be spread out with a minimum of 1.5m for social distancing purposes.</p> 	<p><b>Step 1:</b> Parents/Caregivers are not allowed to wait inside PCYC.</p> 	<p><b>Step 1:</b> Ensure any drink bottles, towels, and clothing are taken home by the participant of each class.</p> 
<p><b>Step 2:</b> Sanitising station is to be initiated and utilised at the front door before reaching the front desk.</p> 	<p><b>Step 2:</b> A staggered start and finish to each class is encouraged to ensure avoiding exceeding social distancing. Allow 10 minutes in between each class. This also gives time to clean the areas and sanitise the space before next class.</p> 	<p><b>Step 2:</b> Every 30-45 minutes schedule a break to sanitise hands, including parents and siblings.</p> 	<p><b>Step 2:</b> Detergent, soap, water or disinfectant is used on the appropriate area to ensure the space is clean for the next class.</p> 
<p><b>Step 3:</b> Members are to be scanned in. Self-Scanners will act for current members to scan their membership cards. Digital memberships on smart phones should be encouraged. Tablets to be wiped down after each use.</p> 	<p><b>Step 3:</b> In the time PCYC staff are to complete a risk assessment based on social distancing to ensure measurement and hygiene practices are implemented to best prepare a safe and clean space for participants.</p> 	<p><b>Step 3:</b> PCYC staff to wipe down surfaces, refill any sanitisers, wipe tables etc.</p> 	<p><b>Step 3:</b> Parents &amp; participants are to leave immediately after the class and not linger around.</p> <p><b>Step 4:</b> Risk assessment appropriate to social distancing to be completed prior to the next class.</p> 

Acknowledged source





## Fact Sheet Example for Stakeholder Communication

# < ABCXYZ Outdoor Adventures > COVID-19 MANAGEMENT PLAN Fact Sheet

### Situation from <insert Date>

ABCXYZ Outdoor Adventures is operating again and is compliant with the state government COVID-19 restrictions.

ABCXYZ Outdoor Adventures is adhering to the following:

#### Must:

- *Limit the number of people in the walking group to 10 walkers maximum (including the group leader/s)*
- *Always limit distance between each walker to 1 person per 1 square metres as per the Health Department density requirement*
- *Have a written risk assessment for each walk that must include the COVID-19 restrictions*
- *Have hand sanitizer readily available for each walker throughout the walk*
- *Not share any personal items like towels, drink bottles, food etc.*
- *Have a record of all the participants in case they need to be contacted for any contact tracing*

#### Should:

- *Observe and encourage observing of, social distancing (1.5 metres rule) between group members or other members of public*
- *Facilitate good hand and respiratory hygiene, as much as possible*
- *Frequently clean and disinfect any facilities being used, including shared kitchens and bathrooms*
- *Implement signage to support compliance with current restrictions and advice at any facilities being used*

Operators and users of Walking Clubs in national and state parks should follow the above requirements as much as possible, recognising that cleaning and disinfection of share facilities is unlikely to occur on a frequent basis.

## APPENDIX

### 1. General COVID-19 information

- a. [COVID-19 FAQs](#)
  - Frequently asked questions on COVID-19
- b. [Information for Employers](#)
  - Tips to employers to stay prepared in the COVID-19 environment
- c. [Coronavirus Australia App](#)
  - Australian Government COVID-19 App for updates and information
- d. [COVIDSafe App](#)
  - Australian Government COVIDSafe App to help with tracking and updating
- e. [COVID-19 Resource Kit](#)
  - A resource kit with information and advice from Safe Work Australia

### 2. COVID-19 Screening & Advice

- a. [Know the signs of COVID-19 POSTER](#)
  - Signs & symptoms Poster of COVID-19 from the Department of Health
- b. [Stop the Spread of COVID-19 POSTER](#)
  - Infection control poster for travellers from the Department of Health
- c. [Self-isolation guidelines for COVID-19](#)
  - Useful information on various topics related to self-isolation
- d. [Advice for people at risk of COVID-19](#)
  - Dept. of Health guidelines for people at risk of COVID-19
- e. [What to do if staff have symptoms](#)
  - What to do if any staff shows symptoms of COVID-19
- f. [Workplace Checklist for COVID-19](#)
  - Helpful checklist for workplaces to ensure measures against COVID-19

### 3. General Hygiene

- a. [Hand washing instructions POSTER](#)
  - Signs & symptoms Poster of COVID-19 from the World Health Organisation
- b. [Tips on good hygiene](#)
  - Good Hygiene Tips, Dos & Don'ts from the Department of Health
- c. [Keep that cough under cover POSTER](#)
  - Poster on managing coughing and sneezing from the Department of Health

## Recommended Outdoors Sector Guidelines for Outdoor Activities in a COVID-19 environment in Australia

- d. [Break the Chain of transmission POSTER](#) - Poster on how COVID-19 is transmitted and how to stop it
  - e. [VIDEO on "Keep your Distance"](#) - Informative video on keeping your distance from the Department of Health
  - f. [Social Distancing recommendations](#) - Informative on social distancing guidelines from the Department of Health
  - g. [Physical Distancing Checklist](#) - Informative on social distancing guidelines from the Department of Health
  - h. [Cleaning of Equipment](#) - Information on cleaning of PPE / Equipment
4. Facilities
- a. [Routine environmental cleaning & disinfection](#) - What needs cleaning & disinfecting and how to do it
  - b. [Q & A - Cleaning & Disinfecting](#) - Clarifications on cleaning & disinfecting from Safe Work Australia
  - c. [Cleaning and Disinfecting you Workplace](#) - Cleaning/disinfecting surfaces & equipment + helpful advice
  - d. [Facilities checklist for health & hygiene](#) - Cleaning/disinfecting surfaces & equipment + helpful advice
5. Food prep, meals
- a. [COVID-19 transmission via food & packaging](#) - Useful resource from Food Standards ANZ
  - b. [Advice for Food businesses](#) - Advice for anyone preparing food for customers / participants
  - c. [Cooling and re-heating food](#) - Advice on how to cool and reheat food
6. Sector Guidelines for Operation
- a. [Aust. AAS Guidelines](#) - Voluntary guidelines on good practice for outdoor activities for led dependant groups

***This document has been prepared by the Outdoor Council of Australia in conjunction with Outdoors SA, Outdoors Victoria, Outdoors WA, Queensland Outdoor Recreation Federation, Outdoors NSW & ACT, Scouts Australia and the Australian Camps Association.***