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| COVIDSafe Plan |
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**Our COVIDSafe Plan**

Business name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date prepared: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Camps / Group Retreat and Outdoor Activity Providers**

This COVID-19 Safety Plan to help you create and maintain a safe environment for you, your staff and your guests.

Complete this plan in consultation with your staff, then share it with them. This will help slow the spread of COVID-19 and reassure your guests that they can safely visit your business. Note that staff includes both paid and volunteer workers.

You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you’ve printed or saved it, or you can choose to download and create a new version of the plan.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to workers and guests in accordance with Work Health and Safety laws.

The ACA recognises the input of Outdoors NSW & ACT, the Christian Venues Association, Queensland Outdoor Recreation Federation and the Outdoor Council of Australia in preparing this document.

| Guidance | Action to mitigate the introduction  and spread of COVID-19 |
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| Physical distancing and limiting workplace attendance | |
| Ensure that all staff that can and/or must work from home, do work from home. |  |
| Use telephone or video for essential meetings where practical. |  |
| Establish a system that ensures staff members are not working across multiple settings/work sites. |  |
| Establish a system to screen staff and visitors before accessing the workplace. Employers cannot require staff to work when unwell. |  |
| Configure communal work areas and publicly accessible spaces so that:   * there is no more than one staff member per four square meters of enclosed workspace * staff members are spaced at least 1.5m apart * there is no more than one member of the public per four square meters of publicly available space.   Also consider installing screens or barriers. |  |
| Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff. |  |
| Modify the alignment of workstations so that staff members do not face one another. |  |
| Minimise the build- up of staff members waiting to enter and exit the workplace. |  |
| Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks). |  |
| Review regular deliveries and request contactless delivery and invoicing where practical. |  |
| Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing. |  |
| Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the ‘[four square metre’ rule.](https://www.dhhs.vic.gov.au/preventing-infection-workplace-covid-19#what-is-the-four-square-metre-rule) |  |

| Guidance | Action to mitigate the introduction  and spread of COVID-19 |
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| Wellbeing of guests and staff members | |
| Advise staff members and guests to not attend facility/program if unwell with respiratory symptoms or fever, and to immediately get tested and place themselves in isolation until they have received their results. |  |
| Provide staff members with information and training on COVID-19, including when to get tested, physical distancing and cleaning |  |
| Make staff members aware of their leave entitlements if they are sick and required to self-isolate. |  |
| Consider whether appropriate cancellation or flexible booking is available, where individuals within client group cancel due to COVID-19 factors (such as being unwell or awaiting test results). |  |
| Display conditions of entry and communicate key health messages and changes to staff members, guests, visitors, residents and agencies (website, social media, email, reception). |  |

| Guidance | Action to mitigate the introduction  and spread of COVID-19 |
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| Physical distancing | |
| When possible (see: <https://www.vic.gov.au/first-step-coronavirus-road-to-recovery>) multiple client groups may attend the venue if management of client groups can be maintained for the duration of the program/stay at the venue.  Prevent and limit co-mingling/cross-contamination, for eg: multiple client groups must not share the same facilities/amenities, unless appropriate cleaning and hygiene protocols are implemented between different client groups.  Extracted from: Qld Outdoor Education Providers Safe Industry Plan |  |
| Once allocated a tent or a bunk, each participant must use only that resource for the duration of their program/stay at the facility.  Extracted from: Qld Outdoor Education Providers Safe Industry Plan |  |
| Where practical, use separate doors for entry and exit, separate check-in, order and baggage storing points. |  |
| Use contactless check-in where reasonably practical, to reduce the movement of guests and the number of surfaces touched. If signatures are required, clean pens between guest use with a disinfectant solution or wipe. |  |
| Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as check-in. |  |
| Whenever practical, organise activities, accommodation, dining, etc to minimise the number of people each guest or worker is in contact with. |  |
| Ensure communal facilities such as showers, change rooms, etc have strategies in place to reduce crowding and promote physical distancing. |  |
| Where reasonably practical, ensure workers always maintain 1.5 metres physical distancing (including at meal breaks) and assign workers to specific workstations. |  |
| Stagger start times and breaks for workers members to minimise the risk of close contact, where reasonably practical. |  |
| Group singing or chanting is particularly high risk and should continue to be avoided for all guests. |  |
| Limit the use of cash transactions by encouraging contactless payment options. |  |

| Guidance | Action to mitigate the introduction  and spread of COVID-19 |
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| Food service | |
| Avoid self-service food service, with all food served by facility workers or designated group representative. |  |
| Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available. Cutlery must not be issued from common container, unless each cluster of cutlery is in a self-contained package. |  |
| Where group-based meal preparation occurs (e.g. on journey-based expeditions), use disposable gloves for all food preparation. Additionally, one stove will be provided per group of participants who have organised meals together. |  |
| For tent-based or expedition programs, ensure all meal preparation is done in smaller groups, consisting of those using same tents or small cluster of tents. |  |
| Whenever practical, organise activities, accommodation, dining, etc to minimise the number of people each guest or worker is in contact with. |  |
| Ensure items used in the preparation of food or for eating are washed thoroughly with hot water and a detergent solution between use, or preferably with a dishwasher if available. Where possible, guests should not share dishes, drinking glasses, cups or eating utensils. |  |

| Guidance | Action to mitigate the introduction  and spread of COVID-19 |
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| Hygiene / Cleaning | |
| Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily). |  |
| Ensure adequate supplies of cleaning products, including detergent and disinfectant. |  |
| Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff. |  |
| Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Consider providing visual aids above hand basins to support effective hand washing. If centre is remote or has minimal workers, then guests should be informed to practice good hygiene practices and bring their own cleaning supplies. |  |
| Clean indoor hard surfaces (including children’s play areas) at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day. If the centre is remote or has minimal workers, then guests should be informed to practice good hygiene practices and bring their own cleaning supplies. |  |
| Workers to wear gloves when cleaning, and wash hands thoroughly before and after with soap and water. |  |
| Where possible: enhance airflow by opening windows and adjusting air conditioning. |  |
| In areas or workplaces where it is required, ensure all staff wear a face covering and/or required PPE, unless a lawful exception applies. Ensure adequate face coverings and PPE are available to staff that do not have their own. |  |
| Clean public areas frequented by staff members or guests at least daily with detergent/disinfectant. Frequently touched areas and surfaces must be cleaned several times per day with a detergent/disinfectant solution or wipe, that adheres to the standards as specified by Safe Work Australia. |  |
| Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).  *All staff complete online learning module:* [*https://www.health.gov.au/news/announcements/how-to-protect-yourself-and-the-people-you-are-caring-for-from-infection-with-covid-19*](https://www.health.gov.au/news/announcements/how-to-protect-yourself-and-the-people-you-are-caring-for-from-infection-with-covid-19)  *All staff to don and doff PPE as per:* <https://www.youtube.com/watch?v=84CydmuHXD8> |  |
| Replace high-touch communal items with alternatives. |  |

| Guidance | Action to ensure effective record keeping |
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| Record keeping | |
| Establish a process to record the attendance of staff members, customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts. |  |
| Provide guidance to staff on the effective use of the workplace OHS reporting system (where available). |  |
| Employers should make workers and guests aware of the COVIDSafe app and the benefits of the app to support contact tracing if required. |  |

| Guidance | Action to prepare for your response |
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| Preparing your response to a suspected or confirmed COVID-19 case | |
| Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace. |  |
| Prepare a media statement template and brief your staff team on managing the media in the event of an outbreak. |  |
| Consider how guests could be isolated if they demonstrate COVID-19 symptoms whilst at facility/program, until such time as they can leave the facility/program. If guest or workers begin to exhibit COVID-19 symptoms when away from main facility (e.g. hike or overnight tent-based experience), then person isolated from rest of group and nominated staff member to don PPE and remain with this person for emotional and mental health support until repatriation to appropriate facility can be arranged.  In the case of a minor who requires isolation, consideration must also be given to child protection protocols and duty of care during this time and how best to provide suitable monitoring. |  |
| If any guest, irrespective of age, is required to self-isolate, they must not share a room with anyone else. Consider how a single room might be used in this situation, with consideration given to emotional, and mental support and child protection obligations |  |
| Prepare to identify close contacts and to provide staff and visitor records to support contact tracing. |  |
| Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises. |  |
| Prepare for how you will manage a suspected or confirmed case in a staff member during work hours. |  |
| Prepare to notify staff members and site visitors (including close contacts) |  |
| Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a suspected / confirmed COVID-19 case at your workplace. |  |
| Prepare to re-open your workplace once agreed by DHHS and notify staff members they can return to work. |  |

***I acknowledge I understand my responsibilities and have implemented this COVIDSafe Plan in the workplace.***

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_\_