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| COVIDSafe Plan |
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**Our COVIDSafe Plan – Multiple groups on Site (zoning plan).**

**To be read in conjunction with Site COVIDSafe Plan**

Business name:

Site location:

Contact person:

Contact person phone:

Covid Monitor:

Covid Monitor phone:

Date prepared:



| Guidance | Action to mitigate the introduction  and spread of COVID-19 |
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| Strategies for eliminating cross contact / mixing between school / client groups.  Note: this Plan is applicable only to those sites that are configurable to manage multiple concurrent groups. | |
| Before arrival of group | Create formal ‘zones’ for each group (see example map attached at end of this Plan) and   * Have a clearly displayed map showing zones at each group’s common area and activity areas. * Clearly delineate their boundaries – could use coloured stakes / rocks, flagging tape / rope, etc. * Ensure all staff are aware of zone boundaries and are vigilant in preventing participant’s from straying from their zone. |
| Arrival / departure at camp | On arrival, each group has a:   1. Dedicated drop off / arrival area, including areas for disembarking from bus / vehicle, luggage unloading and group assembly, 2. Or if this is not possible, then arrival times are staggered to ensure that there is no contact between groups. In this instance, the arrival area must be cleaned between groups, including disinfection of contact areas. 3. On arrival all baggage goes directly to dedicated accommodation areas asap. Bags are not stored with another group’s baggage.   On each group’s arrival conduct a briefing / site tour to ensure all participants are aware of their zones and do not enter another group’s zone.  On departure, each group has a:   1. Dedicated collection / pick up area, including areas for embarking bus / vehicle, luggage loading and group assembly, 2. Or if this is not possible, then departure times are staggered to ensure that there is no contact between groups. In this instance, the departure area must be cleaned between groups, including disinfection of contact areas. 3. On departure all baggage goes directly to departure areas asap. Bags are not stored with another group’s baggage. |
| Dining | Each group has a:   1. Dedicated food service area which is compliant with current density quotients for adults as well as children. 2. Or, if this is not possible, then food service is staggered to ensure that there is no contact between groups. In this instance the dining areas must be thoroughly cleaned before the second group can use the area.   Normal COVIDSafe operations apply – eg table service instead of self service, no shared condiments or cutlery, crockery, etc. |
| Bathroom facilities | Each group (including staff) will have its own dedicated bathroom facilities. Bathrooms normally assigned for public / common access must either be closed or made available to one group only, with an alternative made available to the second group. |
| Accommodation | Each group (including staff) will have their own dedicated and sperate accommodation facilities, each configured in accordance with the site’s COVIDSafe Plan. Multiple occupancy of the same sleeping area (eg a bunkroom) is not permitted, even if groups are cordoned off. |
| Meeting areas | Each group will have their own indoor and outdoor meeting areas.  Configure communal work areas and publicly accessible spaces so that only one group has access to these areas at any one time. Any areas used by more than one group must be thoroughly cleaned between uses.  There may be times when this is not possible (eg in an emergency). Communal areas should have easily erected floor to ceiling screens or barriers to manage this situation. |
| Isolation area | Each group will have a dedicated isolation area for use of individuals who are unwell or who display symptoms or COVID-19. |
| Emergency assembly | In the event of an emergency, groups will assemble at pre-identified dedicated meeting points where possible and where it is safe to do so. |
| Activities | Programs will be designed and run to eliminate multiple groups using the same activity or activity equipment. This can be managed by ensuring that the site has either:   1. Duplicate activities 2. Duplicate activity equipment sets 3. Sufficient activity options to eliminate the need for either of the above.   In the case where this is not possible, activity equipment must be thoroughly cleaned between uses in accordance with the manufacturer’s instructions. Sufficient time must be allowed between uses for this to happen.  Shared equipment must be also thoroughly cleaned in accordance with manufacturer’s instructions at the end of each day. |

| Guidance | Action to ensure effective record keeping |
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| Record keeping | |
| Establish a process to record the use of spaces, activities and equipment. This information will assist employers to identify close contacts. | * Program designs and participant details are kept on record, * Staff (catering, activity, housekeeping, maintenance) rosters are maintained and kept on record. * A log of activity equipment is kept, including a record of cleaning. |

Example zoning map showing accommodation / common areas and activity zones for each group

**A picture containing grass, field, standing, playing

Description automatically generated**

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

Signed:

Name: Date: