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**COVID-Safe Plan (Template)**

The purpose of this template is to protect the safety of camp staff and campers as we return to work in the office and in the field. Please adapt to your venue / business and use as you see fit.

The four most critical things to remember are:

1. Maintain good hygiene,
2. Stay physically distant,
3. Do not come to work or camp if you are feeling unwell,
4. Follow advice.

*Source: The National COVID-19 Coordination Commission (NCCC)*

**Advice for Camp Managers / staff**

1. **Your staff teams - being proactive**

* Stay home if feeling unwell.
* Anyone with COVID-19 like symptoms (see below) must be seen by a doctor.
* It is recommended that all staff complete the online COVID-19 training [https://www.health.gov.au/news/how-to-protect-yourself-and-the-people-you-are-caring-for-from-infection-with-COVID-19](https://www.health.gov.au/news/how-to-protect-yourself-and-the-people-you-are-caring-for-from-infection-with-covid-19)
* All staff should consider downloading the COVID-19 App.
* Staff should consider having a flu shot (not compulsory).
* Comply with common protocols – coughing, sneezing, social distancing.
* Use non-contact greetings.

1. **At the office**

* Place signage in public places – download from SafeWork Australia <https://www.safeworkaustralia.gov.au/doc/signage-and-posters-covid-19>
* Refer to the 3-Step Framework for COVID-Safe:

<https://www.health.gov.au/resources/publications/3-step-framework-for-a-covidsafe-australia>

* Keep your workplace roster up to date and check other staff member’s rosters to avoid inadvertent office overcrowding.
* Work from home if you can.
* Sanitise hands on entering and leaving the office / workplace (provide materials).
* Sanitise hands after using the kitchenette and bathroom.
* Use tissues and place used tissues / sanitising wipes in the bin.
* Workstations must be spaced to allow for a minimum of 1.5m between people.
* Minimise the number of people eating lunch at the common table at any one time – consider staggering lunch times.
* No sharing of utensils or condiments.
* Sanitise table after each use.
* Last person to leave the office each day will wipe down common touch points - printer controls, door handles, filing cabinet handles, light switches.
* No use of other people’s personal phone / keyboard, etc.

1. **Recruitment / Induction / Training**

* Online where possible.
* If meeting in person, carry out pre-meeting screening – any COVID-19 like symptoms (see below) = no face to face meeting, and person must visit a doctor.
* If meeting in person, try to meet outside or in a well-ventilated area.
* Avoid meetings in the office – choose a larger indoor area with good ventilation.
* Maintain social distancing – minimum 1.5M.
* Use non-contact greetings.
* Provide tissues and hand sanitising materials.
* Put used tissues / sanitising wipes in bin.

**Advice for groups booking your camp / activity (including schools):**

* Camps will require confirmation from all groups (including schools and all types of community groups) that they have carried out pre-camp screening of all adults and children in the group. If there are any COVID-19 like symptoms (see below), that individual cannot attend camp and must visit a doctor.
* No member of the group is to attend camp if feeling unwell even if they have non COVID-19 like symptoms (see below).
* ***It is highly unlikely that a person who exhibits COVID-19 symptoms at a camp was infected at that venue. The incubation period means that they almost certainly brought the infection with them (much like gastro outbreaks). However, it is highly likely that the outbreak will be attributed to the camp so you must insist on pre-screening.***
* If using a self-drive mini bus, space passengers to maintain social distancing ie one person per row of seats. If using a chartered bus, ensure transport supplier has appropriate Covid safe plan.
* Wipe down common touch points – steering wheel, gear lever, column stalks, door handles, seatbelt clips, window lifts / slides, boot handle, trailer handle if used – before and after travel.
* Provide tissues and hand sanitising materials.
* Put used tissues / sanitising wipes in bin (may need to purchase a lined foot pedal operated bin for hire bus use).
* Empty receptacle into a safe bin regularly.
* Avoid public toilets / public spaces on route to camp if possible. If unavoidable, try to maintain sanitising as best you can.
* The host site will maintain best practice – bathrooms, dining rooms, sleeping areas, equipment, etc.
* Record all staff and participants on site in case of a need for future contact tracing.
* Use facemasks, apron and disposable gloves when providing personal care / first aid.
* Don and doff as per <https://www.youtube.com/watch?v=84CydmuHXD8>
* Immediately dispose of used PPE.
* Daily temperature checks using hand held digital thermometers (optional).

*Note: Be aware that (i) a person may run quite high range normally, (ii) time of test might affect outcome (iii) have an agreed process in place if someone tests outside of range – eg point below and (iv) be aware that recording temperatures will bring issues around privacy into play – current advice is not to record readings.*

* If any camper or staff member shows any COVID-19 like symptoms they must leave the camp immediately and visit a doctor.
* Where there is a suspected or confirmed case of COVID-19 in a camp, the camp must contact the National Coronavirus Helpline ([1800 020 080](tel:1800020080)) which operates 24 hours a day, 7 days a week for further advice.
* In the event of a suspected or confirmed COVID-19 case DHHS will contact the individual to identify the close contacts and the causal contacts. If the employee or participant has attended a camp while they were infectious and had close contact with other people, DHHS will contact the camp.
* All incidents involving any symptoms or possible infection breaches must be logged.

**Post camp:**

* If any camper or staff member exhibits any symptoms up to two weeks after returning from camp, the Camp organiser and Camp Manager must be advised so that contact tracing can be initiated if deemed necessary by health authorities.
* Complete sanitising of all camp equipment on completion of camp, ready for next use.
* Re-stock gloves, facemasks, aprons, thermometers, sanitisers, tissues, wipes.

**Symptoms of COVID-19**

(Source: Australian Government Dept of Health)

Symptoms of COVID-19 can range from mild illness to pneumonia. Some people will recover easily, and others may get very sick very quickly. People with coronavirus may experience symptoms such as:

* fever
* respiratory symptoms
  + coughing
  + sore throat
  + shortness of breath

Other symptoms can include runny nose, headache, muscle or joint pains, nausea, diarrhoea, vomiting, loss of sense of smell, altered sense of taste, loss of appetite and fatigue.

To stop the spread of COVID-19 people with even mild symptoms of respiratory infection are encouraged to get tested.

Always call before visiting your doctor or health facility.

People with mild symptoms who are otherwise healthy should manage their symptoms at home.

On average it takes 5–6 days from when someone is infected with the virus for symptoms to show, however it can take up to 14 days.