



Canberra Alpine Club

COVID-19 Management Plan

Version 2.1 – 16 August 2021

Contents

1.	Review Schedule	3
2.	Aim of the Plan.....	4
3.	COVID-19 Officer.....	4
4.	Background	4
5.	Lodge Capacities	5
6.	Restrictions on staying at or visiting lodges	6
7.	Additional Booking Conditions	7
8.	Day Visitors	8
9.	Operational Rules	8
9.1	General Operational Rules	8
9.2	Sanitisation and Cleaning.....	9
9.3	Change-over Time	10
9.4	Bedding	10
9.5	Drying	11
10.	Training	11
11.	Work Parties	11
12.	Club Events.....	11
13.	Planned COVID-19 Incident Responses	11
13.1	Basic COVID-19 incident response	12
13.2	Self-isolation guidelines	13
14.	Communications	14
	Attachment A – Risk assessment – Perisher and Jindabyne Lodges	15
	Attachment B – Risk assessment – Work parties and social events	19
	Attachment C – COVID-19 Acknowledgement Form.....	22
	Attachment D – Hygiene and Cleaning Guidelines.....	24
	Attachment E – Incident Response and Recovery Procedure	26
	Attachment F – Event Log.....	31
	Attachment G – Contact Details	32

1. **Review Schedule**

Review date	Version	Author/s	Changes
04/04/2020 to 14/06/2020	V0.01 to V0.14		Initial Draft / Revisions
15/06/2020	V1.0		Approved version for “active” release
11/07/2020	V1.1		Updates reflecting lodge re-opening, increasing community transmission, and updated incident responses.
19/08/2020	V1.2		Clarifications on use of shared food areas, check-in / check-out, temporary luggage storage
06/12/2020	V1.3		Cut-off time for booking requests, allowing unaccompanied bookings, use of linen at Jindabyne, removal of transitional cancellation clause
09/12/2020	V1.4		Capacities updated to reflect 2 metres square rule, day visitors allowed without needing to seek express permission provided they sign in and comply with all relevant requirements, communal meals permitted at work parties with attendees able to opt out, shared food storage (e.g. no mans land, spice cupboard) permitted
25/06/2021	V2.0		Updated for 2021 Winter season
16/08/2021	V2.1		Updated to align with current health authority advice, in particular local procedures as advised via SLOPES

2. Aim of the Plan

To keep the functions of the Canberra Alpine Club (CAC) going to the maximum extent allowable by government regulations and community expectations during the declared COVID-19 emergency period and afterwards as necessary. Policies and decisions about club activities and lodge availability will be balanced against the need for the safety of members, guests, visitors and staff. The health and wellbeing of all our members, guests, visitors and staff is paramount and, as such, they are all required to comply with all relevant directions and conditions in this COVID-19 Management Plan (the Plan). The Plan will also seek to protect the financial viability of the Club.

In accordance with General Rule 1.2 of the CAC Bylaws, the Plan takes precedence over the [By-laws](#) to the extent of any inconsistencies.

This Plan has been developed as a living document and will be amended as conditions and regulations change.

Throughout this plan, “guest” is used to refer to anyone staying at a Club lodge, whether a member or a guest.

This plan is in addition to any state or federal government regulations and restrictions in place. All state and federal government restrictions and obligations must be followed in addition to any obligations in this plan. Where there is any inconsistency, state and federal government regulations take precedence over this plan to the extent of the inconsistency.

3. COVID-19 Officer

The Committee has appointed a Club COVID-19 Officer as a central contact for COVID-19 matters.

4. Background

The COVID-19 Pandemic has caused significant disruption to all normal activities within Australia and worldwide.

To date the Commonwealth, state and territory governments have issued decrees stipulating legally enforceable prevention measures. Information on current restrictions is available at www.nsw.gov.au/covid-19 for NSW, and <http://www.covid19.act.gov.au> for the ACT.

The Committee will be following the recommendations and directions of the Commonwealth Government, NSW State Government, ACT Government, and respective Government Departments e.g. Dept of Health, NSW National Parks Service, etc.

Within the Kosciuszko National Park (KNP) each lessee and licensee is obligated under the NSW Public Health Order to ensure that the COVID-19 Restrictions are adhered to on its premises.

While this Plan’s focus is on COVID-19, it is also relevant to other infectious diseases, pandemics or other emergency situations.

5. Lodge Capacities

A Risk Assessment has been conducted on each lodge (Perisher and Jindabyne) to identify the risks faced by the Club and determine the necessary preparations.

Refer to [Attachment A: Risk Assessment – Perisher and Jindabyne Lodges](#)

It is anticipated that restrictions may continue into the foreseeable future, e.g. social distancing, restrictions on group numbers, personal hygiene routines.

Members and guests must comply with all relevant government regulations in place at the time of their visit. This is particularly important in the lodge common areas.

The Club has received advice that NSW Government capacity regulations based on floor space can be calculated based on the floor space of the entire lodge (rather than area by area)¹, however it is strongly recommended that guests adhere to maximum numbers in each area based on NSW Government restrictions at the time. Guests should also stay 1.5m away from other guests that they don’t normally live with.

Jindabyne	Floor area	Indicative number of people (based on 2m ²)	Indicative number of people (based on 4m ²)
Dining room	36 m ²	18	9
Upper Lounge room	57 m ²	28	14
Kitchen	18 m ²	9	5
Ground floor Lounge room	45 m ²	22	11

Table 1: Jindabyne capacity calculation

Perisher	Floor area	Indicative number of people (based on 2m ²)	Indicative number of people (based on 4m ²)
Dining room	27+22m ²	24	12
Upper Lounge room	55 m ²	27	14
Kitchen	28 m ²	14	7

Table 2: Perisher capacity calculation

With the current government restrictions, the following maximum guest capacity is in place for the lodges:

¹ Advice received from Wotton & Kearney, via SLOPES, 19/1/2021

Lodge	Booking limit
Jindabyne	30
Perisher	44

Table 3: Lodges booking capacity

6. Restrictions on staying at or visiting lodges

Members and guests may **not** use a Club lodge as a place of residence during a lockdown or stay at home order.

Members should note that restrictions may change rapidly, and should be prepared for their booking to be cancelled pro-actively by the Committee (or by the Admin Officer on behalf of the Committee) if circumstances change.

A member, guest, or day visitor (including tradesmen) may not stay at or visit a lodge in any of the following circumstances. In any of these cases, their booking (where applicable) must be cancelled and they will receive a full refund. As per By-laws booking rule 12.5, refunds will be held as credit by default.

- They are unwell with COVID-19 symptoms.
- They have been in close contact with a confirmed COVID-19 case in the two (2) weeks prior to their booking.
- They have attended an exposure location, as notified by any government health authority, in the two (2) weeks prior to their booking.
- They have been directed to self-isolate by any government health directive (regardless of whether they have been contacted personally).
- They would be in contravention of any government health directive, lockdown, stay at home order, or movement restriction.

Bookings that are cancelled in the following circumstances will also receive a full refund.

- The Committee (or the Admin Officer on behalf of the Committee) cancels the booking.
- The guest booked has been notified as a casual contact (however described) but has been advised that they are **not** required to self-isolate. In this circumstance the affected guest is strongly encouraged to cancel their booking.
- The guest booked has attended an area of concern (however designated) in the last 14 days, however is **not** covered by state or territory restrictions that directly prevent them from visiting a lodge. In this circumstance the affected guest is strongly encouraged to cancel their booking.
- The lodge locality is designated as an area of concern by either the NSW state government, or the state or territory that the guest is coming from, but the lodge remains open. If the lodge is closed, all bookings will be cancelled by the Committee and be fully refunded.
- Full refunds may also be given under similar circumstances at the discretion of the Committee.

If the relevant circumstance was in place at the time of booking (for example a booking is made by a member living in an area of concern, and no significant changes to restrictions have occurred since the booking was made), normal booking cancellation rules will apply.

If members plan to cancel a booking, this should be done as early as possible to allow others to use the accommodation where possible.

7. Additional Booking Conditions

As specified in General Rule 1.2 of the Club By-laws, bookings are subject to the restrictions and conditions contained in this Plan, which are in addition to existing By-laws. Based on the current government regulations and advice, the following conditions apply:

- In the event that restrictions are imposed that cause a lodge to be closed or have numbers restricted, and bookings must be cancelled due to a decision by the Committee, the most recently confirmed booking(s) will be cancelled first. These cancelled bookings will receive a full refund.
- People staying or visiting a Club lodge are expected to take responsibility for assessing their own risk of acquiring COVID-19. The Club notes Australian Government Health advice regarding who is most at risk (see <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/what-you-need-to-know-about-coronavirus-covid-19#who-is-most-at-risk>)
- Before commencing a booking, the COVID-19 Acknowledgement must be signed by each adult (aged 18 years or older) member and guest. The COVID-19 Acknowledgement will need to be signed once per year, and will cover all bookings for the remainder of the calendar year. Refer to [Attachment C – COVID-19 Acknowledgement Form](#)
- The Club will not be liable for any health costs that a member and guest may incur as a result of staying at a lodge.
- All members and guests are required to obey any Club directions during any COVID-19 incidents. This may include compulsory short-term self-isolation at a lodge during a possible COVID-19 incident.
- All members and guests should monitor government information of exposure locations² prior to any visit to a lodge, to ensure that they have not visited any locations of concern. Members and guests may not use a lodge to self-isolate for COVID-19 or other medical conditions such as seasonal flu or any other infectious disease on their own volition at any time. This will only be permissible under Committee or Health authority direction.
- Members and guests are required to comply with Committee or Health authority directions, especially a direction to stay within or leave the lodge.

² Terminology varies from state to state. Currently, the ACT refers to “exposure locations”, NSW refers to “case locations”, and other states use other similar terminology. This plan uses the term “exposure locations” to cover such sites regardless of which state they are notified by.

- All bookings must include details of all members and guests staying at a lodge.
- All bookings (and booking changes) must be received no later than 10am the day the booking commences, unless approved by the Club Administration Officer.
- Bookings will not be spread across rooms unless necessary.
- Separate bookings will not share a room unless requested or prior approval is granted by each guest.
- Bookings for unaccompanied guests (i.e. where a guest is not accompanied by the member who sponsors the booking) require Committee approval.
- Bookings by Associated Organisations require Committee approval.
- All members and guests staying in a lodge are encouraged to get vaccinated for seasonal flu and COVID-19.
- All members and guests staying in a lodge are encouraged to download and use the COVIDSafe coronavirus tracking app.
- All members and guests staying in a lodge are strongly encouraged to download and use the Service NSW QR Code app.
- Booking cancellations because of inability to obtain a lift ticket will be subject to the normal cancellation policies.

8. Day Visitors

- Day visitors (including tradesmen) are allowed at a lodge without prior authorisation provided they comply with all relevant regulations including social distancing and persons per m² in the various lodge areas. They must register using the Service NSW QR Code (or, if unavailable, the visitor register) before entering either lodge.

9. Operational Rules

9.1 General Operational Rules

1. All guests and visitors will be required to comply with all applicable social distance requirements (presently 1.5m), mask requirements, gathering number restrictions, hand and sneeze / cough hygiene requirements and cleaning and disinfecting requirements.
2. Restrictions on simultaneous user numbers in key common areas such as kitchens, dining rooms and lounge rooms may be in force (refer to *Section 5 - Lodge Capacities*). The restriction numbers will be displayed in each area. Members and guests are encouraged to bring pre-cooked food, etc to minimise kitchen use.
3. In order to comply with social distancing rules in the common areas, the use of the kitchen, dining and lounge areas may need to be staggered. Party Leaders should assist in co-ordinating this exercise.
4. Communal dining is permitted at events such as work parties with attendees able to opt out. Diners must observe social distancing between unrelated groups.

5. Guests must use only their assigned bedroom/s. Nobody is allowed to use a vacant room. Vacant rooms may be undergoing a self-sterilisation period plus the room and bedding may be required for a COVID-19 incident.
6. At Perisher the toilet next to the disabled bathroom, and the toilets in the basement, are available for shared use.
7. At Jindabyne the upstairs toilet in the bedroom corridor, the ground floor common ensuite and the laundry toilet are available for shared use.
8. Guests should by preference use the ensuite in their assigned bedroom (where applicable), or the closest bathroom to their room. Guests should minimise use of other bathrooms.
9. In addition to the Lodge Manager (if at Perisher), a Party Leader will be appointed at each lodge. Party Leader duties include encouraging all lodge guests to be aware of their responsibilities under this Plan.
10. The Lodge Manager and Party Leader have authority to request guests to leave the Lodge in the circumstances outlined in the Plan.
11. When commercial cleaning occurs at the Jindabyne Lodge, the lodge will be closed for the duration of the cleaning. All guests must leave the lodge during this time.

Additional operational rules may be introduced by the Committee depending upon how the future restrictions and conditions evolve.

9.2 Sanitisation and Cleaning

More information on hygiene and cleaning is provided in Attachment D – hygiene and cleaning guidelines.

1. Sanitising and cleaning stations have been established at key points in each lodge.

Perisher

- Winter and Summer entry foyers
- Top floor new bedroom wing
- Bottom floor new bedroom wing
- Original bedroom corridor
- Lounge / dining room
- Kitchen

Jindabyne

- Entry foyer
- Top floor bedroom wing
- Bottom floor bedroom wing / lounge
- Lounge / dining room
- Kitchen

Each sanitising station is comprised of:

- Hand sanitiser
 - Paper towels
 - Disinfectant spray
 - PPE (disposable gloves)
 - Rubbish bin
2. All guests and visitors will be expected to clean their hands before entering a different area of the lodge when moving around.
 3. Guests will be required to clean their kitchen and dining room areas immediately after use.
 4. Guests will be required to clean and disinfect their rooms upon arrival and departure.
 5. All people engaged in cleaning and disinfecting tasks will wear the appropriate PPE which as a minimum will be gloves.
 6. The washing machines at each lodge have been changed to hot water wash.

9.3 **Change-over Time**

Check-out time is 10am for departures. Departing guests must complete removal of belongings and food from the bedrooms and kitchen, along with any necessary cleaning and disinfecting by 10am. Use of the lodge by departing guests after check-out time is permitted, provided that the instructions relating to Day Visitors (including recording details using the QR Code or in the Visitor Register) are followed.

For Perisher, departing guests may temporarily (i.e. for collection later the same day) store luggage on the shelving in the entry corridor outside Rooms 1-6.

For Jindabyne, departing guests are asked to remove their luggage from the lodge by 10am. If absolutely necessary, guests may temporarily (i.e. for collection later the same day) store luggage under the stairs in the Ground Floor Lounge Room.

The check-in time for arrivals is 2pm for both lodges. Use of the lodge by arriving guests before check-in time is permitted, provided that the instructions relating to Day Visitors (including recording details using the QR Code or in the Visitor Register) are followed.

For Perisher, guests arriving prior to 2pm may temporarily store luggage on the shelves outside Rooms 1-6.

9.4 **Bedding**

Those staying at Club Lodges (both Jindabyne and Perisher) are recommended to bring their full bedding, including linen (sheets, pillowslips), pillows and doonas / sleeping bags. In addition to mattress protectors, pillows and doonas will still be available in each room, however guests should note that none of these items will be laundered between bookings. Spare mattress protectors are available for guests who would like to launder the mattress protectors already in the room. Guests intending to use Club doonas are recommended to bring their own doona covers.

9.5 Drying

Extra care should be taken when entering drying rooms, due to the close contact between clothing during drying.

Particular care should be taken with clothing such as buffs, neck warmers, face masks and gloves. Guests are encouraged to dry these items in their rooms, and should not bring them into common or shared spaces.

10. Training

The Perisher Lodge Managers, Administration Officer and members with Party Leader responsibilities should have an understanding of infection control procedures.

The following on-line course is recommended as a minimum –

<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>

11. Work Parties

Work parties will need to comply with all COVID-19 requirements, refer to [Attachment B – Risk Assessment Work Parties and Social Events](#).

12. Club Events

With Committee approval, face to face social events and snowsports events may be organised according to social distancing and gathering restrictions applicable at the time.

Social events will need to comply with all COVID-19 requirements, refer to [Attachment B – Risk Assessment Work Parties and Social Events](#).

13. Planned COVID-19 Incident Responses

There are several feasible scenarios for a COVID-19 incident to occur within a Club lodge. It is very important in dealing with any scenario that all guests (this term describes all people staying at or visiting the lodge) will be open and communicate

their physical condition to their fellow guests, as it needs to be a relationship of trust.

The Club has produced a *COVID-19 Incident Response and Recovery Procedure*, [Attachment E – Incident Response and Recovery Procedure](#) which will provide detailed guidance and must be followed. This Plan will be available in each lodge and on the Club website.

For any incident, directions or advice given by Government or Medical officials will take precedence over the procedures provided in this Plan.

13.1 Basic COVID-19 incident response

In general, for any COVID-19 incident (for example suspected or confirmed case, current or recent guest notified as a contact, guest develops symptoms), the following steps should be taken:

1. **Minimise contact with other guests.** Any affected guest should remain in their room unless absolutely necessary, wear a mask, and avoid other guests.
2. **Contact Southern NSW Local Health District Helpline on 1800 318 248.** They can assist in arranging COVID-19 tests, including at the guest's location. They will also provide advice on steps to take, depending on the situation.
3. **Notify Club management.** Notification should be done via mobile phone from the guest's room, not in person! The affected guest should arrange for notification of the Party Leader, the Lodge Manager (if at Perisher), other members of their booking party, and the Administration Officer. The Administration Officer should contact the President, or in their absence, a Vice-President.
4. **Play it safe.** If a guest realises they are a potential close or secondary contact (regardless of symptoms or positive test), other guests staying at the same lodge should assume they may also be a contact until negative test results are obtained.

Depending on the situation and the advice given by Southern NSW Local Health District, some or all of the following steps should be taken. Safety of guests should be the primary concern.

- An event log should be kept to record all actions taken. This should be maintained by the Party Leader, with assistance from the Lodge Manager (if in Perisher), Administrative Officer, and others involved.
- Privacy of guests should be considered when notifying other guests of potential contacts or cases – affected members should not be named unless relevant.
- Incoming guests should be notified of the situation and, if appropriate, turned away from the lodge.

- In general, it is expected that other current or previous guests, if deemed close contacts or secondary close contacts, would be formally notified by health authorities, so they can provide appropriate advice regarding testing, isolation, and other steps as required. However the Club may independently notify guests of an incident and advise them to seek advice from health authorities.
- Transport may need to be arranged for an affected guest, especially if they are at Perisher. Southern NSW Local Health District advice should be sought as they may be able to assist.
- Self-isolation at a Club lodge is **not** permitted as a general principle, but may be necessary for short periods of time on the advice of health authorities or while transport is arranged. See the later section on self-isolation guidelines.
- A list of potentially affected guests should be prepared for notification to health authorities if required, including checking physical registers.
- If a positive case is confirmed then all people who have been in contact with the person may be deemed close contacts and will need to follow the procedures detailed by NSW Health, refer to <https://www.health.nsw.gov.au/Infectious/factsheets/Pages/advice-for-contacts.aspx>
- People who may be deemed secondary close contacts by NSW Health will need to follow the NSW Health procedures, refer to <https://www.health.nsw.gov.au/Infectious/factsheets/Pages/advice-secondary-close.aspx>
- In the event of a positive test for a guest, the relevant lodge will be cleaned and disinfected. The disinfecting procedures are detailed in Attachment D – Hygiene and Cleaning Guidelines. The decision to reopen the lodge will be subject to local health authority and Committee approval.
- In the event that a guest of concern receives a negative test and is deemed by health authorities to no longer be of concern, other guests who have been notified of a potential issue should be notified that there is no longer a concern.
- For Perisher, the NPWS needs to be informed in order to comply with our Lease Clause 5.22 - Infectious Diseases.

13.2 Self-isolation guidelines

Self-isolation at a Club lodge is **not** permitted as a general principle, but may be necessary for short periods of time on the advice of health authorities or while transport is arranged. If a member or set of members must self-isolate temporarily, advice must be sought from Southern NSW Local Health District, and (where not contradictory) the following guidelines should be followed.

- **All** guests at the lodge, even if not required to self-isolate, should minimise contact with others in the lodge, and wear a mask when in common areas. Remain in rooms as much as practical.
- Self-isolating guests must confine themselves to their room at all times unless absolutely unavoidable. If they must leave their room, a mask **must** be worn, and other guests must be avoided.
- Non-affected guests should assist in preparing meals for self-isolating guests (or accepting deliveries of take-away food), with contactless delivery to rooms.
- Affected guests by preference should be in an ensuite room, and if feasible rooms may be rearranged to facilitate this.
- If affected guests are unable to be accommodated in an ensuite room, the closest bathroom should be allocated solely for the use of the affected guests, and clearly marked as such.
- Self-isolation at a lodge beyond the period necessary for test results to be obtained and/or transport to be arranged is only permitted with Committee approval, on the advice of health authorities.

14. **Communications**

This Plan will be published on the CAC website, stored in a prominent and easy to access location within each lodge, as well as linked from CBDWeb. Notifications of any updates to the Plan will be provided in Skimail, Facebook and Frozen Acres.

Attachment A – Risk assessment – Perisher and Jindabyne Lodges

Risk Register – Canberra Alpine Club

Safety Risk: Canberra Alpine Club Lodges	Assessor: Club COVID-19 Officer	Date of assessment: 30/05/2020
Locations: 6 Flame Robin Place Perisher Valley 3 Banjo Paterson Crescent Jindabyne	Date of Event: Winter and summer usage	

Hazard	From Risk Assessment Matrix			What are the current controls?	What further controls are required?	How will controls be implemented?	Level of Risk, after new controls
	What is the Harm that may occur?	Likelihood that the harm would occur?	What is the level of Risk?				
Infectious disease (including COVID-19) – Lodge Managers and Volunteers WHS	Minor Infection may spread to others (infection rate is low)	Rare May occur under exceptional circumstances	Low Risk	- Detailed COVID Plan (attached) to be implemented for Winter 2021. - Members lodge bookings may be capped. Refer to strategies in the COVID-19 Management Plan - Access to the Perisher Managers flat is banned for Club members and guests. - Perisher Lodge Managers' exposure to the members and guests is limited to essential duties as deemed necessary	- Continually monitoring changes in Government regulations and adjust operating practices, as necessary. - Seek Health authority's advice as necessary and follow their instructions. - Continually review current controls and implement any new controls as determined by the Committee.	1. Lodge Managers and Party Leaders are briefed on the COVID-19 Management Plan - they implement controls as outlined in the Plan. Respond to updates and implement any new controls. Committee has oversight and responds where necessary. 2. Perisher Lodge Managers install signs restricting access to the Managers Flat. 3. Perisher Lodge Managers and Committee to set up the Perisher and Jindabyne lodges for the necessary COVID-19 rules. 4. Perisher Lodge Managers, Party Leaders and Committee to maintain COVID-19 signs (hygiene,	Low Risk

Canberra Alpine Club - COVID-19 Management Plan V2.1 (16 August 2021)

Hazard	From Risk Assessment Matrix			What are the current controls?	What further controls are required?	How will controls be implemented?	Level of Risk, after new controls
	What is the Harm that may occur?	Likelihood that the harm would occur?	What is the level of Risk?				
				<p>in the COVID-19 Management Plan.</p> <ul style="list-style-type: none"> - Perisher Lodge Managers are requested not to have face-to-face contact with the members and guests unless required and they feel safe. - Hygiene protocols and physical distancing are carried out by Perisher Lodge Managers, members, guests and contractors/suppliers. 		<p>physical distancing, number limits etc) throughout the lodges.</p> <p>5. Committee and Perisher Lodge Managers to set up and maintain all sanitising stations in both lodges. Appropriate signs are displayed on what guests need to do during their stay.</p> <p>6. Perisher Lodge Managers have Committee authority to expel any user or visitor from the Perisher Lodge if they fail to or refuse to follow the controls or directions given by the Perisher Lodge Managers.</p> <p>7. All COVID related controls and decisions will be made jointly by the Lodge Managers and Committee.</p> <p>8. The Perisher Lodge Managers to only have essential contact with guests. Socialising is not recommended.</p>	
<p>Infectious disease (COVID-19) - Incident</p>	<p>Minor Infection may spread to others (infection rate is low)</p>	<p>Rare May occur under exceptional circumstances</p>	<p>Low Risk</p>	<ul style="list-style-type: none"> - Detailed COVID Plan to be implemented for Winter 2021 (attached). Highlights: <ul style="list-style-type: none"> -Reduction in the lodge booking capacities to comply with capacity rules in place from time to time. - Perisher Lodge Managers are required to be tested for 	<ul style="list-style-type: none"> - Continually monitor changes in Government regulations and adjust operating practices, as necessary. - Seek Health authority's advice and follow their instructions. 	<ol style="list-style-type: none"> 1. The Lodge Managers, Committee and Party Leaders are briefed on the COVID-19 Management Plan and implement controls as outlined in the Plan. Regularly review, update, and implement any new controls. Committee to have oversight and respond where necessary. 2. Perisher Lodge Managers to monitor their own health and check for symptoms. Be tested for COVID-19 and follow self-quarantine instructions. 	<p>Low Risk</p>

Canberra Alpine Club - COVID-19 Management Plan V2.1 (16 August 2021)

Hazard	From Risk Assessment Matrix			What are the current controls?	What further controls are required?	How will controls be implemented?	Level of Risk, after new controls
	What is the Harm that may occur?	Likelihood that the harm would occur?	What is the level of Risk?				
				<p>COVID-19 if they experience any flu-like symptoms or if they have a confirmed exposure to COVID-19. They may self-quarantine in the Perisher Lodge Flat for the necessary time.</p> <p>- Close the Perisher or Jindabyne lodges for cleaning if there is a confirmed COVID-19 case.</p>	<p>- Clean of the lodges according to COVID-19 requirements, if necessary.</p> <p>- Perisher Lodge Managers may need to vacate the Perisher Lodge and return to their homes.</p> <p>- Identify/train back-up Manager/s.</p>	<p>3. Committee and Perisher Lodge Managers to quickly respond to a notification of an incident and coordinate responses as outlined in the COVID-19 Management Plan.</p> <p>4. Club Administration Officer to provide the lodge booking registration details to the State Health Authority for contact tracing.</p>	
<p>Risk Review (To be conducted Pre, During & Post activity)</p> <ul style="list-style-type: none"> • Are the risk control measures (for each hazard) working effectively in both their design and operation? • Have the risk control measures (for each hazard) introduced new problems? • Have all hazards been identified? • Are safety procedures (for each hazard) being followed? • Has instruction and training provided to workers and volunteers on how to work safely been successful? • Are workers and volunteers aware of and implementing all safety practices? 							

Canberra Alpine Club - COVID-19 Management Plan V2.1 (16 August 2021)

Use the matrix below to determine the harm, likelihood and level of risk as described in the risk register previous.

	Consequences →				
	Insignificant	Minor	Moderate	Major	Disastrous
Likelihood ↓	No injuries/ near miss	First-aid treatment/ on-site, release immediate	Medical treatment needed, contained with outside assistance	Extensive injuries,	Death or Permanent Disablement
Almost Certain Is expected to occur in most situations	H	H	E	E	E
Likely Will probably occur in most circumstances	M	H	H	E	E
Possible Might occur at some time	L	M	H	E	E
Unlikely Could occur at some time	L	L	M	H	E
Rare May occur only under exceptional circumstances	L	L	M	H	H

Key: L – low risk, manage by routine procedures
M – moderate risk, management responsibility must be specified
H – high risk, management attention needed
E – extreme risk, immediate action required

Attachment B – Risk assessment – Work parties and social events

		CAC Work Party		Risk Assessment for COVID-19 Considerations			
		(From Risk Assessment Matrix)		PC 31/05/2020			
Job	COVID Hazard	What is the Harm that may occur?	Likelihood that the harm would occur?	What is the level of Risk?	What controls are required?	How will controls be implemented?	Level of Risk, after controls
- Internal Maintenance - External Maintenance - Gardening	Infectious Illness (including COVID-19)	Minor Infection may spread to others (infection rate is low)	Rare May occur under exceptional circumstances	Low Risk	For COVID-19 - Adherence to current COVID-19 controls (COVID-19 Management Plan): - Total group limited to lodge capacity - Non-participation if ill or has been exposed to COVID. - Social distancing–1.5m. - No shared equipment. - Clean surfaces and areas (kitchens, toilets, etc).	1. Sign-in sheet checking health and COVID exposure. 2. Ask attendees to bring personal PPE (mask, eyewear, gloves and sanitiser). 2. COVID-related information added to the usual safe-practices induction. 3. Discuss implementation of individual application of COVID controls, i.e. PPE (mask, eyewear, gloves) and hygiene. 4. Working groups of 2-3 people only. Total to be limited by the relevant State or Territory applicable as the time. 5. Adherence to social distancing where possible	Low Risk

Canberra Alpine Club - COVID-19 Management Plan V2.1 (16 August 2021)

					<ul style="list-style-type: none"> - Facilities for practicing good personal hygiene - Hand sanitiser readily available. - PPE to be used where necessary and practical. 	<ol style="list-style-type: none"> 6. Where distancing is not possible, PPE to be used as discussed at induction. 7. Limit sharing of equipment. 8. Where equipment must be shared, clean/sanitise hands and equipment. 9. Group to carry hand sanitiser and disinfectant wipes. 10. Appropriate signage in Perisher and Jindabyne lodges to illustrate hygiene and other COVID practices. 11. Recommend COVIDSafe phone app. 12. Car sharing, except between family members, is discouraged. 	
Cleaning and COVID set-up in the Perisher and Jindabyne Lodges	Infectious Illness (including COVID-19)	Minor Infection may spread to others (infection rate is low)	Rare May occur under exceptional circumstances	Low Risk	As above.	As above	Low Risk
					Cleaning / Hygiene Requirements: <ul style="list-style-type: none"> - Hand cleaner and sanitiser 	Other Required Items: <ul style="list-style-type: none"> - COVID signage - PPE (supplied personally) 	

Canberra Alpine Club - COVID-19 Management Plan V2.1 (16 August 2021)

					<ul style="list-style-type: none"> - Surface cleaner and sanitiser - Paper towel - Sanitising wipes 	<ul style="list-style-type: none"> - Tape for marking social distancing 	
Social events	Infectious illness (including COVID-19)	Minor Infection may spread to others (infection rate is low)	Rare May occur under exceptional circumstances	Low Risk	<p>As above.</p> <p>Limits will be determined by the venue size.</p>	<p>Adherence to social distancing where possible</p> <p>Where distancing is not possible, PPE to be used.- Limit sharing of equipment.</p> <p>Where equipment must be shared, clean/sanitise hands and equipment.</p> <p>Car sharing, except between family members, is discouraged.</p>	

Attachment C – COVID-19 Acknowledgement Form

Canberra Alpine Club **COVID-19 acknowledgement**

Background

1. The committee of the Canberra Alpine Club (**the Club**) has implemented a COVID-19 Management Plan (**the Management Plan**), which sets out a number of measures designed to reduce the spread of COVID-19 and the risk of infection at a Club lodge. However, the Club cannot guarantee that you, your guests or anyone else will not become infected with COVID-19 whilst attending a Club lodge. Further, attending a Club Lodge may increase your risk of contracting COVID-19.
2. The Management Plan includes a series of gathering, social distancing and cleaning requirements that must be followed by all persons attending a Club Lodge. The Management Plan empowers Club employees and designated Party Leaders to assist members and guests to follow the Management Plan, and to issue directions to members and guests in relation to actions that must be taken under the Management Plan. It is important that you review the Management Plan (including any updates) prior to attending a Club Lodge to ensure that you are aware of the requirements.
3. It is a pre-requisite to the confirmation of your booking that all adults in your booking have signed this acknowledgement.

Acknowledgement

4. You hereby acknowledge that:
 - (a) The Club cannot guarantee that you, or your guests, or anyone else at a Club Lodge will not become infected with COVID-19 whilst attending a Club Lodge;

- (b) You have read the Management Plan and will review any updates to the Management Plan prior to attending a Club Lodge;
- (c) You are personally responsible for ensuring that the Management Plan is followed, including the gathering, social distancing and cleaning requirements, by all persons within your booking;
- (d) Club employees and designated Party Leaders are empowered by the Club to direct members and guests in the implementation of the Management Plan, which may include a direction for a member of guest to leave the lodge at short notice;
- (e) You will follow all directions given to you by Club employees or designated Party Leaders in connection with the Management Plan, including any direction for you to leave a Club Lodge at short notice;
- (f) By attending a Club Lodge you are taking a risk that you or your guests may be exposed to or affected by COVID-19, that this may result in personal injury, illness, disability or death, and that this may occur despite all reasonable efforts of Club employees or designated Party Leaders; and
- (g) By attending a Club Lodge you accept the sole responsibility for any of the foregoing risks and agree to release, discharge and hold harmless the Club, its employees and agents from any claims of any kind arising out of or relating to these risks, including any claims based on the acts, omissions or negligence of the Club, its employee or agents.

Signed

Name (please print)

Date

Attachment D – Hygiene and Cleaning Guidelines

General rules

The following guidelines are provided based on the Australian Government Department of Health cleaning guidelines:

https://www.health.gov.au/sites/default/files/documents/2020/04/coronavirus-covid-19-information-about-routine-environmental-cleaning-and-disinfection-in-the-community_0.pdf:

Other detailed information on cleaning, disinfecting, work site operations are available from the Safe Work Australia website:

<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/cleaning>

To help ensure the health of members, visitors, staff and guests all lodge users must observe any social distance requirements, gathering number restrictions, hand and sneeze/cough hygiene requirements and cleaning and disinfecting requirements.

Hand sanitiser and wipes are available around the lodge. Members and guests are encouraged to wash their hands with soap and water, or to use the hand sanitiser and wipes, regularly especially:

- When entering the lodge.
- Before and after eating and when using any equipment, crockery or cutlery in the kitchen.
- After using the bathrooms.

Members and guests are also required to:

- Wipe down benches, furniture and tables in the common areas and their bedrooms with the sanitising wipes, which will be available.
- Wipe their bedroom door handles, and light switches with sanitising wipes during their stay and when departing the lodge.

Use of cooking and dining facilities

- Members and guests must use hand sanitiser as they enter the kitchen.
- All items used must be washed using the lodge's dishwashing machines.
- Tea towels will not be available, disposable paper towels will be provided and must be disposed after use.
- The kitchen and dining areas are to be thoroughly cleaned immediately after use by each booking group.

Disinfection procedures

Cleaning and disinfection procedures will be adopted at both lodges. It is proposed that a regular clean and disinfection of each lodge be conducted as a precautionary measure. This will be at least weekly during Winter and as required during the off-peak season depending

on bookings. This policy has been adopted to reduce the number of people who may be impacted by a COVID-19 incident in a lodge.

These procedures are not meant to replace a more comprehensive clean and disinfection in the event of a COVID-19 incident.

The Perisher lodge clean and disinfection will be conducted by the Lodge Managers while in residence. The Jindabyne lodge clean and disinfection will be conducted by Jindabyne Cleaning Services.

Personal Protection Equipment (PPE)

- All persons engaged in disinfecting must wear gloves as a minimum. Goggles and a mask are optional.
- After each cleaning session the PPE must be disposed of in an approved manner.
- Disposed PPE must be bagged before disposing in a normal manner.
- A thorough personal wash should follow.

Cleaning procedures

- All hard surfaces such as tables, bench tops, stair banisters, door handles, bathroom vanities, light switches etc must be sprayed and wiped with a cleaning or bleach solution or a household grade alcohol-based disinfectant.
- Soft surfaces such as carpets, curtains, lounge chairs, etc may be sprayed with a household grade alcohol-based disinfectant if necessary.

Additional disinfection procedures may be introduced if considered necessary.

Attachment E – Incident Response and Recovery Procedure

Aim of the Procedure

The aim of this Incident Response and Recovery Procedure (the Procedure) is to prepare the Canberra Alpine Club (Club) for an immediate response to critical incidents at either its Perisher or Jindabyne lodges and reduce the impact of those incidents on members and guests staying at a lodge, as well as the business operations of the Club. The Procedure also prepares key people in the Club to provide an effective response to incidents through to the recovery phase and return to normal operations.

The Procedure's focus is currently on a COVID-19 incident at a Lodge. Accordingly, the Procedure integrates with the CAC COVID-19 Management Plan and the CAC Risk Management Plan.

Phases

The Procedure covers:

- Response:
 - the Response element outlines immediate actions to be taken to respond to an incident in terms of control, evacuation and minimising impacts.
- Recovery:
 - the Recovery element outlines actions to be taken to recover from an incident in order to minimise disruption and recovery times.

Response and Recovery

Incident Response and Recovery Checklists have been prepared for possible COVID-19 incidents.

The term “guest” relates to both members and guests staying, or who have stayed, at a lodge

Scenario 1 - A current guest develops COVID-19 symptoms or becomes aware that they are a contact who must isolate. This checklist should be completed by the Party Leader, with assistance from the Lodge Manager (if in Perisher), Administrative Officer, and others involved

SCENARIO 1 - COVID19 INCIDENT RESPONSE AND RECOVERY	✓	ACTIONS TAKEN
Have you: <ul style="list-style-type: none"> • identified guest/s affected (with symptoms, or a contact)? 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • started an Event Log to record key information of the incident? 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • moved guest/s to an en-suite room to temporarily self-isolate? Include which room/s: 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • checked the guest has contacted the Southern NSW Local Health District helpline on 1800 999 880? 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • checked the guest has made an appointment for a COVID-19 test? 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Contacted the Southern NSW Local Health District helpline for advice <ul style="list-style-type: none"> ○ Whether lodge should be locked to incoming guests and visitors ○ Whether all guests (not just those affected) should remain at the lodge for testing, leave the lodge as soon as possible, or take other actions ○ Transport options (for Perisher) ○ Deep cleaning advice ○ Other actions to take 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • accounted for everyone staying at the lodge? Obtain assistance from other guests in contacting them. 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • informed the Club Administration Officer of the incident? 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • Informed the Club President, or in their absence the alternative delegated Executives, and if appropriate, obtained their authority to instruct guests to leave the lodge? 		

• received testing results and any updated advice from health authorities?	<input type="checkbox"/>	
• kept key people informed?	<input type="checkbox"/>	
• located the Emergency Kit, including equipment and cleaning and disinfectant?	<input type="checkbox"/>	
• sent the completed Event Log to the Committee?	<input type="checkbox"/>	

THE FOLLOWING STEPS SHOULD BE UNDERTAKEN BY THE COMMITTEE OR ADMINISTRATION OFFICER, WITH RESPONSIBILITY TAKEN BY THE PRESIDENT OR THEIR DELEGATE	✓	ACTIONS TAKEN
• confirmed all guests have vacated the lodge? Include the date.	<input type="checkbox"/>	
• called in a contractor to clean and disinfect the whole lodge?	<input type="checkbox"/>	
• informed NPWS of the evacuation?	<input type="checkbox"/>	
• informed key people post-recovery?	<input type="checkbox"/>	
• obtained Health authorities and Club President authority to re-open lodge? Include the Date:	<input type="checkbox"/>	
• filed all documentation in an emergency folder for future reference?	<input type="checkbox"/>	

Scenario 2 - A past guest reports a positive test for COVID-19

It is expected that the Administration Officer is the most likely first point of contact for this information. This checklist should be completed by the Administration Officer, with assistance from others concerned.

SCENARIO 2 - COVID19 INCIDENT RESPONSE AND RECOVERY	✓	ACTIONS TAKEN
Have you:		
• received information from a guest who reports positive to COVID-19?	<input type="checkbox"/>	
• started an Event Log to record key details?	<input type="checkbox"/>	
• advised the Committee?	<input type="checkbox"/>	

<ul style="list-style-type: none"> • identified all guests staying during the relevant period? 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • If advised by NSW Health - informed all guests of reported positive case and advise them to be tested? Contact Perisher and Jindabyne lodges to inform current guests. 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • sent the Event Log to the Committee? 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • located the Emergency Kit, including equipment and cleaning and disinfectant? 	<input type="checkbox"/>	

THE FOLLOWING STEPS SHOULD BE UNDERTAKEN BY THE COMMITTEE OR ADMINISTRATION OFFICER, WITH RESPONSIBILITY TAKEN BY THE PRESIDENT OR THEIR DELEGATE	✓	ACTIONS TAKEN
<ul style="list-style-type: none"> • Contacted the Southern NSW Local Health District helpline for advice <ul style="list-style-type: none"> ○ Whether lodge should be locked to incoming guests and visitors ○ Whether NSW Health will advise contacts, or whether CAC should do so ○ Whether current guests should remain at the lodge for testing, leave the lodge as soon as possible, or take other actions ○ Transport options if required (for Perisher) ○ Deep cleaning advice ○ Other actions to take 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • confirmed all guests have vacated the lodge? Include the date. 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • called in a contractor to clean and disinfect the whole lodge? 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • kept key people informed? 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • filed all documentation in an emergency folder for future reference? 	<input type="checkbox"/>	

Evacuation Procedures

An evacuation direction will be provided by the Club President (or in absentia, a Vice President) and used as the authority for key personnel to direct members and guests to leave the relevant Lodge.

At the Perisher Lodge during Peak season, the key person is the Lodge Manager, who may request assistance from the Party Leader or other members present. At the Jindabyne Lodge all year round and at the Perisher Lodge in Off-peak, the key person is the Party Leader who should identify themselves to people staying at the Lodge. The role and responsibilities of the Party Leader are outlined in the Party Leader Duties document available [here](http://www.cac.org.au/?p=1161) [<http://www.cac.org.au/?p=1161>].

Emergency Preparations

Documents:

- COVID19 Management Plan (this document).
- Incident Response and Recovery Procedure (this Attachment).
- List of key contact details.
- A stock and equipment list and when it was last checked.

Stock and Equipment:

- Cleaning detergent and bleach (to disinfect)
- Disposable cleaning cloths and paper towel
- Disposable gloves, gowns, surgical masks and eye protection glasses
- Buckets
- Garbage bags and ties
- Marker pens, paper and adhesive (for temporary signs)

Roles and Responsibilities

The roles and responsibilities of key personnel are outlined in Attachment G below.

Attachment F – Event Log

The Event Log is used to record information, decision and actions in the period immediately following a critical incident.

Date	Time	Information / Decisions / Actions	Initials
<i>0/0/0</i>	<i>0900 hrs</i>	<i>Example - Activate Business Management Plan, Incident Response and Recovery Plan</i>	<i>JF</i>

Attachment G – Contact Details

ROLE	DESIGNATED EMPLOYEES	ALTERNATE
Club President	<u>Name:</u> <u>Contact Information:</u>	<u>Name:</u> <u>Contact Information:</u> <u>Name:</u> <u>Contact Information:</u>
<p>Emergency Responsibilities:</p> <ul style="list-style-type: none"> • ensure the COVID-19 Management Plan has been activated in respect of an evacuation, including a direction to evacuate the relevant lodge • oversee implementation of the response and recovery section of this Plan • determine the need for and activate the use of any alternate onsite and other response and recovery tasks • communicate with key stakeholders as needed • provide important information to the Club Administration Officer for wider distribution • keep key staff updated of any changes to the situation. • declare the re-opening of the relevant Lodge 		

ROLE	DESIGNATED EMPLOYEES	ALTERNATE
Perisher Lodge Manager (Winter)	<u>Name:</u> <u>Contact Information:</u>	<u>Name:</u> Party Leader to be identified at the time <u>Contact Information:</u> <u>Mobile no:</u> Inform Admin Officer
<p>Emergency responsibilities:</p> <ul style="list-style-type: none"> • implement and manage the tasks in the Incident Response and Recovery Procedure Checklists • call on assistance from member/s staying at the Lodge at the time 		

ROLE	DESIGNATED EMPLOYEES	ALTERNATE
Party Leader - Jindabyne and Perisher Lodges	<u>Name:</u> To be identified at the time <u>Contact Information:</u> Inform Club Administration Officer. Refer to Party Leader roles and responsibilities	Name: To be identified at the time <u>Contact Information:</u> Inform Club Administration Officer. Refer to Party Leader roles and responsibilities
Emergency responsibilities: <ul style="list-style-type: none"> • implement and manage the tasks in the Incident Response and Recovery Procedure Checklists • call on assistance from member/s staying at the Lodge at the time • Party Leader role and responsibilities are outlined in the Party Leader Duties document available here [http://www.cac.org.au/?p=1161]. 		

ROLE	DESIGNATED EMPLOYEES	ALTERNATE
CAC Admin Officer	<u>Name:</u> <u>Contact Information:</u>	Name: To be identified at the time <u>Contact Information:</u>
Emergency responsibilities: <ul style="list-style-type: none"> • implement and manage the tasks in the Incident Response and Recovery Procedure Checklists • call on assistance from member/s staying at the Lodge at the time 		

Key Contact Sheet

Organisation	Role	Contact Name	Phone/Mobile number
CAC	COVID-19 Officer		
CAC	President		
CAC	Admin Officer		
CAC	Vice President		
CAC	Vice President		
Emergency	For ambulance, critical or life threatening injury		Triple Zero (000)
National Coronavirus Helpline	For information and advice on coronavirus / COVID-19		1800 020 080
Health Direct	General health advice		1800 022 222
Perisher Medical Centre	Local GP Service (Winter only)		02 6457 5266
Jindabyne Medical Practice	Local GP Service		02 6457 1221
NPWS Environment Authority	To report evacuation		02 6450 5600
Hans Oversnow	Winter only		02 6457 5334 0418 485 144
	Contract Cleaner		
CAC	Perisher Lodge Phone		
	PPE Supplier		