



**Canberra Alpine Club**

**COVID-19 Management Plan**

**Version 3.4 – 15 July 2022**

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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
07/06/2021	V2.0		Updated for 2021 Winter season
01/02/2022	V3.0		Updated version following NSW and ACT relaxation of restrictions
03/03/2022	V3.1		Updated version following SLOPES legal advice
11/04/2022	V3.2		Removal of covid acknowledgement requirement form and separate bedroom booking rule.
20/06/2022	V3.3		Updated for 2022 Winter season
15/07/2022	V3.4		Committee approval no longer required for unaccompanied guest bookings. Updates to dealing with testing, staying at lodges, notifying incoming guests and rearranging bookings.

## 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 COVID-19 pandemic period. 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. Legislation

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

To date the Commonwealth, state and territory governments rules stipulating legally enforceable prevention measures. Information on current restrictions is available at [www.nsw.gov.au/covid-19](http://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. Summary

This Plan is divided into two sections:

- Part A – Lodge operations and booking rules
- Part B – Covid incident responses

## 6. Part A – Lodge Operations and Booking Rules

### 6.1 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 some restrictions may continue into the foreseeable future, e.g. social distancing, 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.

### 6.2 Lodge Entry conditions

The following conditions will apply to all lodge entries:

- QR Code check-ins are not required.
- Masks are optional. However, all guests are strongly encouraged to bring a sufficient supply of masks, should they be required in the instance of a positive case.
- No proof of vaccination required.
- No requirement for providing negative PCR or RAT results. However, all guests are strongly encouraged to take a test before traveling to the lodges and bring a sufficient supply of testing kits when staying at the lodges.

### 6.3 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 credit or refund. As per By-laws booking rule 12.5, refunds will be held as credit by default.

- They have returned a Positive RAT or PCR test in the seven days prior to their booking.
- They are unwell with COVID-19 symptoms.

- As a household or close contact, they are required to self-isolate, or avoid indoor gatherings where they will be in contact with groups of people they don't live with, by any government health regulation.
- They would be in contravention of any government health directive, lockdown, stay at home order, or movement restriction.

Bookings that are cancelled by the Committee (or the Admin Officer on behalf of the Committee) will also receive a full credit or refund.

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

#### **6.4 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 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 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 locations prior to any visit to a lodge, to ensure that they have not visited any locations of concern.
- Members and guests are required to comply with Committee or Health authority directions, especially a direction to stay within or leave the lodge.
- 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.
- 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.
- Booking cancellations because of inability to obtain a lift ticket will be subject to the normal cancellation policies.

#### **6.5 Day Visitors**

Day visitors (including tradesmen) are allowed at a lodge without prior authorisation provided they comply with all relevant regulations.

#### **6.6 Operational Rules**

- a) All guests and visitors will be required to comply with all applicable social distance requirements, mask requirements, gathering number restrictions, hand and sneeze / cough hygiene requirements and cleaning and disinfecting requirements.
- b) 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.
- c) 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.
- d) 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.
- e) The Lodge Manager and Party Leader have authority to request guests to leave the Lodge in the circumstances outlined in the Plan.

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

#### **6.7 Sanitation and cleaning**

All areas used by any suspected or confirmed case of COVID-19 should be cleaned and disinfected. Party leaders may request guests to assist with this task.

For hard surfaces, either:

- use detergent and water for cleaning followed by disinfectant solution (2-step clean)
- use a combined detergent and disinfectant solution (2-in-1 clean).

Specialist or commercial cleaning is not required.

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>

#### **6.8 Work Parties**

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

#### **6.9 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](#).

## 7. Part B Covid Incident Responses

### 7.1 COVID-19 Definitions and Legal obligations

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) are open and communicate their physical condition to their fellow guests, as it needs to be a relationship of trust.

Guests are required to notify the Lodge Manager, Party Leader or Administration Officer if they test positive to COVID-19 while staying at a Club lodge. Guests are also required to notify other guests who they have spent time with in the 2 days before they started experiencing symptoms and/or tested positive.

The Lodge Manager, Party Leader or Administration Officer should advise other guests that there has been a positive case in the lodge. The Lodge Manager, Party Leader or Administration Officer should only identify a positive case where it is relevant. The Lodge Manager, Party Leader or Administration Officer should not identify a positive case if the positive case has asked not to be identified, noting that the positive case may still have an obligation to notify other guests.

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

If a guest returns a positive (RAT) Rapid Antigen Test or PCR test then the following official guidelines must be followed.

<https://www.nsw.gov.au/covid-19/management/self-isolation-covid-and-close>

<https://www.nsw.gov.au/covid-19/management/household-contacts>

**In the event that a person staying at the lodge returns a positive RAT or PCR result then all other guests at the lodge must assess their risk level and take appropriate action, according to NSW Health guidelines at <https://www.nsw.gov.au/covid-19/management/people-exposed-to-covid>. Each person must legally follow the NSW guidelines.**

NSW Health may become involved if there are multiple cases associated with a business or workplace, in this case a lodge. Based on further assessment, NSW Health may recommend further actions to reduce the risk of spread of COVID-19.

Closing down a lodge may or may not be required depending on:



- Ongoing transmission risk. Evidence of ongoing spread of infection (transmission) from person to person in the lodge might mean the lodge has to close temporarily to stop transmission between guests.
- Cleaning requirements. Premises must be appropriately cleaned following attendance of a confirmed case.

## 7.2 COVID-19 Incident Responses

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

- **The Party Leader should contact the Administration Officer or COVID Coordinator immediately a positive case has been identified within a lodge.**
- Incoming guests for the next 3 days should be notified of the situation and, if appropriate, turned away from the lodge.
- A list of potentially affected guests should be prepared for notification to health authorities if required, including checking physical registers.
- In the event of a positive test for a guest, the relevant lodge should be cleaned and disinfected.
- Where possible, bookings should be rearranged to allow the room occupied by the positive case to remain empty for 3 days. Where this is not possible, any guests scheduled to stay in the room over the next 3 days should be notified, including about whether any cleaning of the room has taken place and whether additional cleaning of the room is required.
- For Perisher, the NPWS needs to be informed in order to comply with our Lease Clause 5.22 - Infectious Diseases.

## 7.3 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 while awaiting PCR testing results, health authority advice or while transport is arranged. If a member or set of members must self-isolate temporarily approval from the Committee should be obtained and (where not contradictory) the following guidelines should be followed.

The following link to NSW Health provides information on isolation guidelines:

<https://www.nsw.gov.au/covid-19/management/self-isolation-covid-and-close>

- **All** guests at the lodge, even if not required to self-isolate, should minimise contact with others in the lodge. 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.

#### 8. **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: 8/01/2022
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) – <b>Lodge Managers and Volunteers WHS</b>	<b>Minor</b> Infection may spread to others	<b>Possible</b> Might occur at some time	<b>Medium Risk</b>	- Detailed COVID Plan (attached) to be implemented for 2022. - 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, Party Leaders and Guests are familiar with 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, physical distancing, number limits etc) throughout the lodges.	<b>Medium Risk</b>

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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"> <li>- Perisher Lodge Managers are requested not to have face-to-face contact with the members and guests unless required and they feel safe.</li> <li>- Hygiene protocols and physical distancing are carried out by Perisher Lodge Managers, members, guests and contractors/suppliers.</li> </ul>		<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) - <b>Incident</b></p>	<p><b>Minor</b> Infection may spread to others</p>	<p><b>Possible</b> Might occur at some time</p>	<p><b>Medium Risk</b></p>	<p>- Detailed COVID Plan to be implemented for 2022. Highlights: - Perisher Lodge Managers are required to be tested for 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>- Continually monitor changes in Government regulations and adjust operating practices, as necessary. - Seek Health authority's advice and follow their instructions. - Clean of the lodges according to COVID-19 requirements, if necessary. - Perisher Lodge Managers may need to vacate the</p>	<p>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. 3. Committee and Perisher Lodge Managers to quickly respond to a notification of an incident</p>	<p><b>Medium Risk</b></p>

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

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

	Consequences →				
Likelihood ↓	Insignificant No injuries/ near miss	Minor First-aid treatment/ on-site, release immediate	Moderate Medical treatment needed, contained with outside assistance	Major Extensive injuries,	Disastrous Death or Permanent Disablement
<b>Almost Certain</b> Is expected to occur in most situations	H	H	E	E	E
<b>Likely</b> Will probably occur in most circumstances	M	H	H	E	E
<b>Possible</b> Might occur at some time	L	M	H	E	E
<b>Unlikely</b> Could occur at some time	L	L	M	H	E
<b>Rare</b> 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)	<b>Minor</b> Infection may spread to others	<b>Possible</b> Might occur at some time	<b>Medium Risk</b>	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 6. Where distancing is not possible, PPE to be used as discussed at induction.	<b>Medium Risk</b>

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					<ul style="list-style-type: none"> <li>- Facilities for practicing good personal hygiene</li> <li>- Hand sanitiser readily available.</li> <li>- PPE to be used where necessary and practical.</li> </ul>	<ul style="list-style-type: none"> <li>7. Limit sharing of equipment.</li> <li>8. Where equipment must be shared, clean/sanitise hands and equipment.</li> <li>9. Group to carry hand sanitiser and disinfectant wipes.</li> <li>10. Appropriate signage in Perisher and Jindabyne lodges to illustrate hygiene and other COVID practices.</li> </ul>	
Social events	Infectious Illness (including COVID-19)	<b>Minor</b> Infection may spread to others	<b>Possible</b> Might occur at some time	<b>Medium Risk</b>	<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>	<b>Medium Risk</b>



## Attachment C – Key Contact list

Organisation	Role	Contact Name	Phone/Mobile number
CAC	COVID-19 Officer		
CAC	President		
CAC	Admin Officer		
CAC	Vice President		
CAC	Vice President		
National Coronavirus Helpline	For information and advice on coronavirus / COVID-19		1800 020 080
NSW Health	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
	Contract Cleaner		