



Canberra Alpine Club

COVID-19 Management Plan

Version 1.4 – 31 January 2021

Contents

1.	Review Schedule	3
2.	Aim of the Plan.....	4
3.	COVID-19 Officer.....	4
4.	Background	4
5.	COVID-19 - Current Committee Decisions.....	4
5.1	Bookings Made Before Lodge Closures / Restrictions	4
5.2	Club Events.....	5
5.3	Financial Considerations	5
5.4	Lodge Capacities.....	5
6.	Additional Booking Conditions	6
7.	Day Visitors	7
8.	Planned COVID-19 Incident Responses	8
8.1	Scenario 1 - A current guest develops COVID-19 symptoms.....	8
8.2	Scenario 2 - A past guest reports a positive test for COVID-19	10
9.	Operational Rules and Preparation Tasks.....	10
9.1	Operational Rules.....	10
9.2	Preparation Tasks.....	11
9.3	Unaccompanied Guests	12
9.4	Change-over Time	12
9.5	Bedding	13
9.6	Drying	13
9.7	Training Schedule	14
10.	Work Parties	14
11.	Social Events	14
12.	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..... 30
 Attachment G – Contact Details 31

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
9/12/2020	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 man’s land, spice cupboard) permitted

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.

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 are 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. **COVID-19 - Current Committee Decisions**

5.1 **Bookings Made Before Lodge Closures / Restrictions**

In the event that restrictions are imposed, and bookings must be cancelled due to a decision by the Committee, the most recently confirmed booking(s) will be cancelled first.

Cancelled bookings will be fully refunded or credited, in accordance with Booking Rule 12.7 of the [By-laws](#).

5.2 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.

5.3 Financial Considerations

Where a booking is cancelled, it is preferred that members take a credit for their booking in order to protect the Club's cash position. Members and guests wishing to cancel before any Committee decision will be subject to the normal cancellation rules.

5.4 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 will be particularly important in the lodge common areas.

The following calculations have been done on each lodge to determine the allowable occupancy level to conform with the 2m² per person in indoor spaces rule.

Jindabyne	Floor area	Number of people
Dining room	36 m ²	18
Upper Lounge room	57 m ²	28
Kitchen	18 m ²	9
Ground floor Lounge room	45 m ²	22

Table 1: Jindabyne booking capacity calculation

Perisher	Floor area	Number of people
Dining room	27+22m ²	24
Upper Lounge room	55 m ²	27
Kitchen	28 m ²	14

Table 2: Perisher booking capacity calculation

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

Lodge	Booking limit
Jindabyne	30
Perisher	44

Table 3: Lodges initial booking capacity

6. 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:

- 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 only need to be signed once, 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.
- A member or guest may not stay or visit the lodge if they have contracted COVID-19 and have not completed the required quarantine period. Medical clearance will be required if they have had COVID-19 recently.
- If a member or their guest is unwell with COVID-19 symptoms or have been in close contact with a confirmed COVID-19 case in the two (2) weeks prior to their booking they may not stay or visit the lodge, their booking must be cancelled and they will receive a full credit.
- If a member or their guest has been in the location of a COVID-19 community outbreak (hotspot) in the two (2) weeks prior to their booking they may not stay or visit the lodge, their booking must be cancelled and they will receive a full credit.
- All guests must follow any relevant State or Territory Health Department Orders, particularly in relation to self-isolation requirements.

- Members and guests may not use a lodge to self-quarantine 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 direction during a COVID-19 incident.
- Members and guests will be required to comply with Committee or Health authority directions, especially a direction to stay within or leave the lodge.
- Members and guests will be required to comply with all applicable social distance requirements (presently 1.5m), gathering number restrictions, hand and sneeze/cough hygiene requirements and cleaning and disinfecting requirements. Hygiene and cleaning guidelines are provided at [Attachment D – Hygiene and Cleaning Guidelines](#).
- 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.
- The Lodge Party Leader will be responsible for ensuring that all lodge guests are aware of their responsibilities under this Plan.
- In order to comply with social distancing rules for each person in the common areas, bookings will be capped at a figure based on each lodges common areas dimensions, refer to *Section 5.4 - Lodge Capacities*. These numbers are subject to future Committee variation. The use of the kitchens, dining and lounge areas may need to be staggered to meet these requirements. Party Leaders should assist in co-ordinating this exercise.
- 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 by unaccompanied guests (i.e. where a guest is not accompanied by the person who made 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 (when a COVID-19 vaccine is available).
- All members and guests staying in a lodge are encouraged to download and use the COVIDSafe coronavirus tracking app.
- Booking cancellations because of inability to obtain a lift ticket will be subject to the normal cancellation policies.

7. Day Visitors

- Day visitors (including tradesmen) are allowed at a lodge without prior authorisation provided they comply with all relevant regulations including persons per m² in the various lodge areas.
- No day visitors are allowed at a lodge if they:
 - have contracted COVID-19 and have not completed the required quarantine period
 - are unwell with COVID-19 symptoms, or

- have been in close contact with a confirmed COVID-19 case in the two (2) weeks prior to their visit.
- If a visitor enters a lodge (including a guest who arrives before check-in time, or departs after check-out time), they must ensure that their details are recorded on the Visitor Register. This will include the name of the visitor, contact details and their times of arrival and departure. This Register is needed to contact trace people later in the event of a confirmed positive COVID-19 case in the lodge.

8. 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 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.

Variations of the below scenarios may occur. For any incident, directions or advice given by Government or Medical officials will take precedence over the procedures provided in this Plan.

8.1 Scenario 1 - A current guest develops COVID-19 symptoms

If a guest or staff member within a Lodge begins to suspect they have the virus these are the steps SafeWork Australia advises to follow:

1. **Isolate:** The affected guest will need to inform the Lodge Party Leader, the Lodge Manager (if at Perisher), and other members of their booking party. The affected guest will then be required to leave the lodge, or immediately self-isolate in an en-suite room until it is possible to leave the lodge. They should be given a surgical mask.
2. **Inform:** Facilitate contact with the Southern NSW Local Health District helpline on 1800 999 880 (option 1) and making of an appointment for a COVID-19 test (e.g. at the drive thru Jindabyne COVID-19 Testing Clinic). Depending on your situation, authorities could give you specific advice.
3. **Transport:** Make sure the person has transport, either to their home and / or to a medical facility.
4. **Identify:** Find out who within the lodge has had close contact with the infected person recently, up to 24 hours before they first started experiencing symptoms. This information should be passed onto the NSW Health Department Contact Tracing team, if requested in the event of a positive test result.

Close contact means anyone who has been face-to-face for at least 15 minutes with the infected person or has been in the same space as them for two hours.

5. The Club Administration Officer needs to be informed so that the Committee is made aware of the situation.
6. All other lodge guests will need to be notified that they have been in contact with a possible COVID-19 case while they were possibly in the infectious stage. They do not need to self-isolate, however they will be required to monitor themselves for any COVID-19 symptoms and follow steps 1 to 5 above if they start exhibiting any symptoms. Caution will need to be observed by all guests. All social distancing, gatherings and cleaning / disinfecting requirements are to be strictly observed.
7. The affected guest(s) will need to inform the Club whether the results of their COVID-19 test were negative or positive. All other lodge guests will then be notified by the NSW Contact Tracking team and by the Club.
8. If a positive COVID-19 test result occurs (there could be multiple positive cases) then the local health authorities will probably have already been notified by the testing facility or pertinent medical personnel.
9. For Perisher, the NPWS needs to be informed in order to comply with our Lease Clause 5.22 - Infectious Diseases.
10. **In the event of a positive test result the relevant lodge will be in COVID-19 lock down and nobody will be allowed to leave or enter the property unless under controlled conditions.**
11. In the event of a positive test result 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.
12. If a positive test result occurs, other guests should obtain Health Department advice. They will probably be required, under the current NSW regulations, to self-isolate for 14 days as they have been in contact with a positive COVID-19 case during the infectious stage. If still in the lodge they will be required to leave the lodge and travel to the place they choose to self-isolate, monitor their symptoms, be tested if necessary, and seek help if they develop symptoms. No person will be allowed to self-isolate in a lodge.
Refer to the following link from NSW Health for further advice:
<https://www.health.nsw.gov.au/Infectious/factsheets/Pages/advice-for-suspected.aspx>
13. All guests will be eligible for a full accommodation credit (or refund) for any portion of their booking which is cancelled due to a COVID-19 incident.

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

The following procedures will be applied:

1. The guest's test results will have automatically been forwarded the NSW Health authorities who will implement contact tracing procedures.
2. NSW Contact Tracing will likely contact the Club to confirm details of their visit. The booking register will then be provided for the relevant periods requested. NSW Contact Tracing will then contact all relevant people. The Club Administration Officer, on the direction of the Committee or Health authorities, may also inform all guests who had stayed at the relevant lodge during and since the affected persons occupancy, or any guest identified as having been in contact with the positive COVID-19 case, if possible.
3. All impacted guests are advised to seek NSW Health Department advice which most likely will include advice to self-isolate for 14 days and get a COVID-19 test if they develop symptoms.
4. The relevant lodge may be cleaned and disinfected. The disinfecting procedures are detailed in [Attachment D – Hygiene and Cleaning Guidelines](#).
5. If a positive COVID-19 test result occurs for a guest presently staying at a lodge then the procedures detailed in [Section 9.1](#) will be followed.

9. Operational Rules and Preparation Tasks

The operational rules approved by the Committee are:

9.1 Operational Rules

1. All guests and visitors will be required to comply with all applicable social distance requirements (presently 1.5m), gathering number restrictions, hand and sneeze / cough hygiene requirements and cleaning and disinfecting requirements.
2. All guests and visitors will be expected to clean their hands before entering a different area of the lodges when moving around.
3. There are restrictions on simultaneous user numbers in key common areas such as kitchens, dining rooms and lounge rooms (refer to *Section 5.4 - Lodge Capacities*) which will need to be complied with. The restriction numbers will be displayed in each area. Members and guests are encouraged to bring pre-cooked food, etc to minimise kitchen use.
4. Guests will be required to clean their kitchen and dining room areas immediately after use.
5. Because of restrictions on kitchen and dining room numbers, guests may need to organise a usage roster.
6. Communal dining is permitted at events such as work parties with attendees able to opt out. Diners must observe social distancing between unrelated groups.

7. Guests will be required to clean and disinfect their rooms upon arrival and departure. Sanitising stations have been established to make this task easier.
8. Guests will need to strictly use only their assigned bedroom/s and bathrooms. Nobody will be 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.
9. At Perisher, guests in the top floor bedrooms will use their en-suites only. Other bedrooms will be assigned a sole use bathroom if possible.
Rooms 11, 13 or 15 – end bathroom on north side.
Rooms 12, 14 or 16 – end bathroom on south side.
Rooms 1 to 7 – disabled bathroom or basement bathrooms.
No guest will be allowed to use another bathroom.
Booking combinations (i.e. a large number of single and couples bookings) may mean that shared bathrooms may be required on occasions.

The toilet next to the disabled bathroom, and the toilets in the basement, are available for shared use.

At Jindabyne all bedrooms have an en-suite, the common toilets are closed. Guests must use their room en-suite.

10. Additional daily cleaning will occur in the lodge shared bathroom facilities if necessary.
11. All people engaged in cleaning and disinfecting tasks will wear the appropriate PPE which as a minimum will be gloves.
12. In addition to the Lodge Manager (if at Perisher), a Party Leader will be appointed at each lodge to oversee compliance with the requirements in this Plan.
13. The Lodge Manager and Party Leader have authority to request guests to leave the Lodge in the circumstances outlined in the Plan.
14. When commercial cleaning occurs at the Jindabyne Lodge, the lodge will be closed. 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 Preparation Tasks

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. Appropriate signage has been erected at the relevant points within the lodges.
3. The Perisher drying rooms have been segregated for ski clothing and laundry, and appropriate signage has been erected.
4. The Jindabyne drying rooms have had a separate area allocated for each room, with dividers between the areas. The drying room temperature has been increased.
5. The washing machines at each lodge have been changed to hot water wash.
6. Preparation zones have been established in the kitchens at Perisher.

9.3 Unaccompanied Guests

That bookings of unaccompanied guests (i.e. where a guest is not accompanied by the person who made the booking) are only permitted with Committee approval. As part of this approval, the Committee will ensure that a suitable person is present to take responsibility for the conduct of the guests associated with this booking.

9.4 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 in the Visitor Register) are followed.

For Perisher, departing guests may temporarily (i.e. for collection later the same day) store luggage in the downstairs ski room. Luggage should not be stored on the shelves outside Rooms 1-6. When collecting luggage, guests should enter via the external downstairs ski room door, collect their luggage, and immediately depart the lodge.

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 has been brought forward to 1pm (from 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 in the Visitor Register) are followed.

For Perisher, guests arriving prior to 1pm may temporarily store luggage in the downstairs ski room. Luggage should not be stored on the shelves outside Rooms 1-6. When leaving luggage, guests should enter via the external downstairs ski room door, leave their luggage, and immediately depart the lodge.

For Jindabyne, arriving guests are asked not to temporarily store luggage prior to check-in.

9.5 **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.

9.6 **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.

9.7 Training Schedule

There will be a need to train the Perisher Lodge Managers, Administration Officer and members with Party Leader responsibilities.

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

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

10. Work Parties

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

11. Social Events

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

12. 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 2020. - Members lodge bookings will 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 v1.4 (31 January 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?				
				in the COVID-19 Management Plan. - 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.		physical distancing, number limits etc) throughout the lodges. 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. 6. Perisher Lodge Managers will 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. 7. All COVID related controls and decisions will be made jointly by the Lodge Managers and Committee. 8. The Perisher Lodge Managers to only have essential contact with guests. Socialising is not recommended.	
Infectious disease (COVID-19) - Incident	Minor Infection may spread to others (infection rate is low)	Rare May occur under exceptional circumstances	Low Risk	- Detailed COVID Plan to be implemented for Winter 2020 (attached). Highlights: -Reduction in the lodge booking capacities to comply with the 4m ² rule. - Perisher Lodge Managers are required to be tested for COVID-19 if they experience	- Continually monitor changes in Government regulations and adjust operating practices, as necessary. - Seek Health authority's advice and follow their instructions.	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.	Low Risk

Canberra Alpine Club - COVID-19 Management Plan v1.4 (31 January 2021)

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
				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. - Close the Perisher or Jindabyne lodges for cleaning if there is a confirmed COVID-19 case.	- Clean of the lodges according to COVID-19 requirements, if necessary. - Risk assessment for the re-opening of the Perisher and Jindabyne Lodges is conducted and any new controls are implemented or if risk is deemed unacceptable the Lodges will remain closed for the 2020 season. - Perisher Lodge Managers may need to vacate the Perisher Lodge and return to their homes. - Identify/train back-up Manager/s.	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. 4. Club Administration Officer to provide the lodge booking registration details to the State Health Authority for contact tracing.	
Risk Review (To be conducted Pre, During & Post activity) <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? 							

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
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 v1.4 (31 January 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. 	<ul 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) 	

					<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 will be available in each room and around the lodge. Members and guests are encouraged 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 will be 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 a gloves as a minimum. Goggles and a mask are optional.
- After each cleaning session the PPE must be disposed 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 checklists are also provided on a separate page at the end of this document to allow for easy printing and use.

There are currently two feasible scenarios for a COVID-19 incident to occur within a Club lodge. 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

SCENARIO 1 - COVID19 INCIDENT RESPONSE AND RECOVERY	✓	ACTIONS TAKEN
Have you: • identified guest/s with symptoms?	<input type="checkbox"/>	
• moved guest/s to an en-suite room to temporarily self-isolate? Include which room/s:	<input type="checkbox"/>	
• checked the guest has contacted the Southern NSW Local Health District helpline on 1800 999 880?	<input type="checkbox"/>	
• checked the guest has made an appointment for a COVID-19 test?	<input type="checkbox"/>	
• accounted for everyone staying at the lodge? Obtain assistance from other guests in contacting them.	<input type="checkbox"/>	
• informed the Club Administration Officer of the incident and obtain the Club President's, or in their absence the alternative delegated Executives, authority to instruct guests to leave the lodge?	<input type="checkbox"/>	
• started an Event Log to record key information of the incident?	<input type="checkbox"/>	
• received testing results and any updated advice from health authorities?	<input type="checkbox"/>	
• confirmed all guests have vacated the lodge? Include the date.	<input type="checkbox"/>	
• kept key people informed?	<input type="checkbox"/>	
• located the Emergency Kit, including equipment and cleaning and disinfectant?	<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"/>	
• sent the completed Event Log to the Committee?	<input type="checkbox"/>	

<ul style="list-style-type: none"> • filed all documentation in an emergency folder for future reference? 	<input type="checkbox"/>	
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Scenario 2 - A past guest reports a positive test for COVID-19

SCENARIO 2 - COVID19 INCIDENT RESPONSE AND RECOVERY	✓	ACTIONS TAKEN
Have you:		
<ul style="list-style-type: none"> • received information from a guest who reports positive to COVID-19? 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • identified all guests staying during the previous two weeks? 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • 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"> • advised the Committee? 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • started an Event Log to record key details? 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • located the Emergency Kit, including equipment and cleaning and disinfectant? 	<input type="checkbox"/>	
<ul style="list-style-type: none"> • cleaned and disinfected the whole lodge? 	<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"> • sent the Event Log to the Committee? 	<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 assemble and evacuate members and guests staying at the relevant Lodge.

At the Perisher Lodge during Peak season, the key person is the Lodge Manager. 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 the tables below.

Attachment F – Event Log

The Event Log is used to record information, decision and actions in the period immediately following a critical incident. This log template is also provided as a separate page at the end of this document for easy printing and use.

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		