



Banool Ski Club

# COVIDSafe Plan

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## 1 PURPOSE

Banool Ski Club Incorporated operates a ski lodge known as Banool Lodge on behalf of Birraleen Propriety Limited at Falls Creek, Victoria, Australia. The Banool Ski Club provides accommodation services at Banool Lodge to its members, their families and guests. The Club is governed by a committee which is elected by its members.

This COVIDSafe Plan has been prepared in response to Victorian Government directives. This plan details how the Club will introduce a range of controls in addition to its normal operations to minimise the health and safety risks to its members and their guests from COVID-19 who are accommodated in Banool Lodge.

### Reference Materials

This plan has been prepared in accordance with Victorian Government directions and guidelines that are in place at the time of writing. The main reference documents include:

- Safe Work Australia: [swa.gov.au/coronavirus](https://www.swa.gov.au/coronavirus)
- Australian government COVID-19 advice: <https://www.australia.gov.au>
- Australian government COVID-19 resources: <https://www.health.gov.au/resources>
- Victorian government COVID-19 advice: <https://www.coronavirus.vic.gov.au/>
- Victorian government workplace COVID-19 advice: <https://www.coronavirus.vic.gov.au/how-we-work-current-restrictions>

### 1.1 Plan Amendments

This COVIDSafe Plan complies with Victorian Government directives as of June 2022. It will be updated when directives alter.

## 2 COVID SAFE CONTROLS

In support of government guidelines and directions the Banool Committee has identified the following actions which all members and their guests are required or recommended to follow while within the Lodge:

### Required to maintain good personal hygiene

- wash hands regularly and thoroughly with warm water
- disinfect hands regularly
- cover mouth with elbow when coughing or sneezing
- stay at home if you feel unwell

### Recommended to maintain good personal hygiene

- wear a face mask in all communal spaces of the Lodge

- manage your clothing and equipment to limit contact with others

### **Maintain social distancing**

- limit personal contact
- maintain at least 1.5m from other people wherever possible
- limit organising events and social gatherings where possible
- avoid large gatherings if they are not essential

### **Undertake cleaning & disinfecting**

- regularly clean and disinfect high touch areas
- keep your apartments clean
- thoroughly clean and disinfect common areas as scheduled

## **3 LODGE CAPACITY & USAGE**

The Banool Committee has determined capacity restrictions that apply to all apartments and areas within them:

- Only one booking per apartment area is permitted and in general, bookings on the divans are limited.
- Safe physical distancing of 1.5 metres must be practised at all times in all areas of the Lodge where possible.

### **3.1 Lodge Members**

Members or their guests are not permitted to visit the Lodge if any of the following apply:

- They have been infected with COVID19 and have not recovered and are not clear of the infection.
- They are subject to a quarantine notice, self-isolation notice or similar.
- They have or may have been in contact with a known infected person and have not tested negative for COVID-19 after the expiration of the incubation period.
- They are unwell and/or are showing symptoms of COVID-19 and have not tested negative or those test results are not yet available.

## **4 LODGE MANAGEMENT**

### **4.1 Duty Officer**

- The Club will appoint a Lodge Duty Officer to oversee the operations of the Lodge from time to time. When the Duty Officer is absent, he or she will delegate authority and responsibilities to another club member.
- In accordance with Victorian Government directives the Duty Officer is required to be double vaccinated.

- The Duty Officer is responsible for the daily operations of the Lodge including:
  - Overall responsibility for the management and implementation of the COVIDSafe Plan.
  - Lodge inductions and explanation of new COVIDSafe Plan to members and guests.
  - Undertaking cleaning inspections to ensure processes are completed as required.
  - Maintaining supplies of all cleaning, sanitising, and signage products.
  - Undertaking sanitation of all apartments after each booking using the defogging machine.
  - Undertaking sanitation of common areas with the defogging machine on a regular basis.

The Duty Officer has the authority to sanction members and guests should they wilfully disregard the rules and the safe operation of the Lodge.

#### **4.2 Lodge Bookings**

- Bookings will only be accepted through the Booking Officer who will determine if they can be fulfilled in accordance with the Banool Committee COVID-19 guidelines.
- The Booking Officer will provide each family or group making the booking with an electronic copy of this COVIDSafe Plan. The information provided will outline the requirements of the COVIDSafe Plan and how it will apply to them during their stay at the Lodge including:
  - guest supplied items including rapid antigen tests (RAT tests) and masks
  - cleaning protocols and shared duties
  - catering requirements and Lodge supplied items
- The Booking Officer will record the full contact details of all confirmed bookings including names, addresses, phone numbers and email addresses.

#### **4.3 Bookings with COVID Symptoms**

Persons exhibiting any COVID symptoms prior to check-in must not enter the Lodge. Members or guests with a booking who exhibit COVID symptoms prior to arrival are to contact the Booking Officer to cancel their booking and obtain a full refund.

## **5 LODGE OPERATIONS**

### **5.1 Check-in**

- Check-in can occur from 6pm daily.

- The Duty Manager will provide an induction and explain the COVIDSafe Plan requirements.

## **5.2 Check-out**

- Check-out and departure must occur by 6:00 pm.
- All members and guests must ensure that the required cleaning, disinfecting, and preparing of rooms for incoming members and guests have been completed before check-out.
- Members and guests are required to remove all luggage from the premises by 6:00 pm.

## **5.3 On arrival**

- Hand sanitiser should be used when entering the Lodge.
- Any person displaying COVID-19 symptoms (high temperature, coughing, sore throat, tiredness, loss of smell) shall not be allowed to enter the Lodge and shall be directed to return home and seek medical advice.
- The Duty Officer will provide members and guests with an induction to the Lodge and explain each element of this COVIDSafe Plan.

## **5.4 Signage**

Signage has been installed throughout the Lodge to assist in educating and reminding people of their responsibilities.

## **5.5 Room Plans**

### **5.5.1 Lodge Entry / Exit**

- At the main entrance, signage will include:
  - “Do Not Enter if unwell”
  - “Please use hand sanitiser”
  - “Please observe the established social distancing advice”
- Hand sanitiser will be provided at the entry foyer for use by everyone entering the Lodge.

### **5.5.2 Apartments**

#### **Occupancy**

- Bedroom occupancy will be determined at the time of booking and no changes are to be made without approval from the Booking Officer.
- Bedrooms must only be occupied by the people who have booked them, and people are not permitted within bedrooms that they have not booked.
- Signage has been installed within each apartment advising to regularly wash hands with soap and water for 20 seconds.

- On the day of departure, occupants are required to clean and disinfect their apartments in accordance with the cleaning guidelines and checklist.

#### **Lodge Duty Officer Check**

- The Duty Officer is to undertake a cleaning inspection to check that all tasks have been completed in accordance with the cleaning instructions.
- If members and guests do not clean and disinfect their room as required, the Duty Officer may arrange for the room to be thoroughly cleaned prior to the next check-in and charge the responsible members and guests accordingly. A \$300.00 fee will be levied to their account.

### **5.5.3 Bathrooms**

#### **Ensuites**

Ensuites will be stocked with hand soap and bathroom cleaning and disinfectant materials.

- On the day of departure, members and guests are required to clean and disinfect their ensuites in accordance with the cleaning guidelines and checklist.
- The Duty Officer is to undertake a cleaning inspection to check that all tasks have been completed in accordance with the cleaning instructions.
- If members and guests do not clean and disinfect their bathroom as required, the Duty Officer may arrange for the bathroom to be thoroughly cleaned prior to the next check-in and charge the responsible members and guests accordingly. A \$300.00 fee will be levied to their account.

### **5.5.4 Kitchens**

- It is recommended that prior to commencement of cooking, the kitchen area is to be wiped down with a cloth and detergent.
- All cooking utensils are to be either washed and sterilised during/after meal preparation or set aside for washing promptly after the meal is finished.
- When the meal has been served, the bench surfaces are to be immediately cleaned and wiped with approved detergent or disinfectant.
- On completion of the meal, all remaining dishes and cooking equipment are to be washed with hot water and detergent.

### **5.5.5 Dining Areas**

- Tables and chairs are to be wiped down with a damp cloth and detergent immediately following any spillage and after dining has concluded.



## 6 RECREATION ROOM

The recreation room is a high-risk enclosed space. Members, guests and visitors need to remain vigilant in following the recommendations on social distancing and hygiene when visiting the recreation room.

### 6.1 Social Distancing

As with all communal spaces in the Lodge, members, guests, and visitors are requested to maintain a physical distance of 1.5 metres when visiting the recreation room.

### 6.2 Masks

It is recommended that masks be worn in all communal spaces in the Lodge including the recreation room.

### 6.3 Good hygiene

Like in all communal areas, recreation room visitors should practise good hygiene by regularly and thoroughly washing their hands with soap and water or by regularly using hand sanitiser.

## 7 VENTILATION

Where possible, windows should be opened to enhance fresh air flow.

## 8 CLEANING AND DISINFECTING

Cleaning and disinfecting are critical controls, which have been developed to minimise the risk of contamination of surfaces.

### 8.1 Definitions

- **Cleaning:** Uses detergents to physically remove germs, dirt and organic matter from surfaces. Cleaning does not kill germs but reduces the amount that can be transmitted.
- **Disinfecting & Sanitising:** Use chemicals to kill germs on surfaces. It is important to clean before disinfecting because organic matter and dirt can reduce the ability of disinfectants to kill germs.
- **Wipe Down:** Means using disinfectant to wipe down a surface. This includes:
  - **Bathrooms:** Wipe down all hard surfaces, including tiles and splash backs, vanities, bench tops & taps, mirrors, toilet cisterns, seats and covers, shower screens and shower taps.
  - **Kitchens:** Wipe down all hard surfaces including tiles and splash backs, bench tops, sinks & taps, cupboards and handles, appliances including stoves, ovens, fridges etc.

- **Two Step Cleaning and Disinfecting:** A physical clean using detergent and water followed by a clean with prepared sanitiser.

## 8.2 Cleaning

### 8.2.1 Preparation

- Wash your hands using soap and water and dry with paper towel before and after undertaking any cleaning.
- Use a hand sanitiser before putting on and removing gloves.
- Avoid touching your face, mouth, nose, or eyes.
- Follow the directions on the containers.

### 8.2.2 Routine Cleaning

- Routine cleaning is to follow the two-step cleaning process and includes adding a disinfectant to all cleaning solutions.

### 8.2.3 High Touch Cleaning

- Special attention is to be given to surfaces such as handrails, windows, tabletops, door handles, light switches, desks, toilets, taps, kitchen surfaces and cupboard handles.
- High-touch surfaces should be cleaned and disinfected more frequently, including:
  - eating and drinking utensils and storage receptacles
  - tables and chairs
  - kitchen and food contact surfaces
  - door, cupboard and refrigerator handles
  - handrails
  - tap handles
  - switches
  - TV Controls
  - computers

## 8.3 Lodge Cleaning Schedule

The Provisions Officer will be responsible for preparing a cleaning roster to ensure the whole building is cleaned in accordance with this COVIDSafe Plan.

### 8.3.1 COVID Response Deep Clean

If the Lodge has a member or guest who tests positive while in residence, the Duty Officer will arrange for a COVIDSafe deep clean by a contract cleaner to be undertaken in accordance with the guidelines. This cost will be levied to the member's or guest's account.

## **9 COVID CASE**

### **9.1 Person Exhibiting Symptoms**

- If any person staying at the Lodge starts to feel unwell and to exhibit the symptoms of COVID-19, they are required to take a RAT test, self-isolate in their bedroom and advise the Duty Officer.
- Advice can be obtained from the COVID-19 hotline (1800 675 398).

### **9.2 Infection confirmed positive**

If a member or guest is found to test positive to COVID-19 the following process will be followed:

- The Duty Officer will be informed.
- The infected person (and their close contacts/family) are to remain in isolation while arrangements are made to transfer them either home or to appropriate medical care.
- The Lodge will work with the Department of Health and Human Services and follow directions as required.

If there is a positive case, it is anticipated that the Lodge will then need to close for a period of time to allow for deep cleaning. The Club will follow Victorian Government directives regarding reopening.