

RAN Ski Club COVID Safe Operating Plan – Thredbo Lodge

References:

- A. RAN Ski Club By-Law 13 - Pandemic and Infectious Diseases Policy
- B. Thredbo Lodge SOPs
- C. NSW Government COVID-19 Health Order (Restricted Gathering and Movement) dated 14 May 2020
- D. Thredbo Lodge Sublease Clause 5.3 – Compliance with Statutory Obligations/ Notices from Relevant Authorities and Clause 16.9 – Notifiable Infectious Illnesses
- E. Various guidance on COVID-19 lifespan on surfaces
- F. Worksafe Australia Guidance
<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/cleaning>

Objective

1. Identify risks and implement treatment measures to reduce risks of COVID-19 infection within RAN Ski Club lodge premises, consistent with the club's legal obligations and other specific hygiene and social distancing recommendations.

General Information for Members and Guests

2. The Club is committed to providing a safe and healthy environment for all members and guests. As a shared facility in the current COVID environment, this presents a number of challenges.
3. Members, guests or managers could acquire COVID-19 infection through interaction with the general community or other lodge occupants within the lodge premises. As you are all probably aware, common COVID-19 symptoms include fever, dry cough, tiredness, sore throat and shortness of breath. It is each individual's responsibility to report any suspected symptoms.
4. In the event a member or guest is suspected of displaying COVID-19 symptoms, the lodge manager is to immediately seek advice from the Thredbo Medical Centre in the first instance. Any subsequent medical authority advice is to be followed at all times, including having all guests vacate the lodge and closing down the lodge if necessary.
5. It is clear that good hygiene and social distancing significantly reduce the risk of the virus transmission. These two factors cannot be emphasized enough, and it is incumbent on all of us to comply as far as practicable during our stay in the lodge.
6. The Club Board recommends that members and guests who fall into the vulnerable category defined in current COVID-19 guidelines - those aged 65 years or over with one or more chronic medical condition and all those 70 years or over - do not visit our lodges this winter (2020). Please note this is a recommendation and does not prevent these members from attending our lodges if, having considered the risks, they choose to do so.
7. Pending further Government advice, and in order to comply with current social distancing requirements, lodge occupancy will be reduced to a maximum of 20 beds* (not including the manager), with no more than 10 persons (up to a maximum of 5 groups) being accommodated on each floor. Persons using the same room must be either from the same family or two adults travelling together. Each group will be assigned one bathroom/toilet on the same level as their allocated room, for their exclusive use during their stay. **IMPORTANT: No other**

bathrooms/toilets are to be used. Cleaning of the assigned bedroom and bathroom/toilet will be the responsibility of each group.

8. Unfortunately, the current accommodation and bathroom configuration of the lodge means that some bunkbed rooms will need to be utilized, even if there are other rooms vacant. This is necessary to ensure we limit each accommodation level to a maximum of 10 persons. Bunkbed rooms will generally only be used for single occupancy purposes.
9. The lodge will generally be open for 5 nights booking periods only, from 1400 Sunday to 1400 Friday each week. Until further notice, the lodge will not accept 7 nights bookings. This is to allow for a 48 hours quarantine period for each room in between occupancy, noting we have limited the lodge occupancy to a maximum of 20 persons (excluding the manager) at any one time. It also allows additional time for the lodge manager to ensure the rooms are clean and ready in all respects for incoming guests. All cleaned, unallocated rooms will be locked to prevent unauthorized entry.
10. Weekend bookings from 1400 Friday to 1400 Sunday may be accepted, in the week prior to the booking where they do not conflict with room quarantine requirements arising from preceding or following 5 nights bookings. Acceptance of weekend bookings will be at the discretion of the booking officer in consultation with the lodge manager.
11. Members and guests are required to comply with all reasonable directions of the lodge manager including wearing of face masks when considered necessary, cleaning tasks and social distancing, as a condition of their occupancy of the lodge.

Obligations of Members and Guests

12. The member responsible for making each booking must ensure all adults in their booking sign and deliver to the Lodge Manager on arrival, the Acknowledgement of Risks and Obligations Declaration (Attachment 1) stating they understand their responsibilities under this plan before entry to the lodge will be permitted.
13. Members and their guests are requested to take the following precautions during their stay:
 - a. Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water;
 - b. As far as practicable, maintain a distance of 1.5m between yourself and non-family members in the communal areas of the lodge;
 - c. Wear a face mask (provided at own expense) in the communal areas of the lodge – normally optional, but may be requested by the lodge manager from time to time;
 - d. Avoid touching your eyes, nose and mouth, or shaking hands with others;
 - e. Make sure you follow good hygiene practices and encourage others to do the same. This includes covering your mouth and nose with your bent elbow or tissue when you cough or sneeze and safely disposing of used tissues immediately;
 - f. Advise the lodge manager and vacate the lodge accommodation if you feel unwell;
 - g. Comply with Government direction for quarantine or self-isolation. The RAN Ski Club lodges are not appropriate venues in these circumstances – you are obliged to vacate the lodge if you are subject to such orders;
 - h. If you are or are likely to be contagious, notify the lodge manager as soon as possible. It will be necessary for you to immediately vacate Club accommodation and self-isolate by returning home until you recover; and
 - i. Seek medical advice promptly and follow the directions of your local health authority.

What to Bring

14. What to bring to the lodge:

- a. Your own face masks.
- b. Your own hand sanitizer.
- c. Your own pillow and pillow slip.
- d. Your own sheets.

Please Note: If sleeping bags are used, a bottom sheet is still required to be fitted on the bed.

- e. Bring prepared food as much as possible to minimise kitchen use.
- f. The following items will also no longer be supplied by the lodge and members and guests must bring them as required:
 - i. Pillows and blankets (only doonas will be provided). **Please Note:** a minimum \$100 deep cleaning fee per person will be charged if members arrive without these items and the lodge is required to provide them.
 - ii. Community pantry supplies, including tea, coffee, dry goods, oils, spices and condiments (Salt and pepper grinders will still be available).
 - iii. Children's toys.
 - iv. Board games and cards.

Before Arrival

15. Before you arrive, please ensure you:

- a. Contact the lodge manager to advise estimated time of arrival. **Please Note:** You will not be able to check in **BEFORE 1400 Sunday** and only one group may check in at a time.
- b. Provide contact mobile number to lodge manager.
- c. Download and activate COVID Safe App.

On Arrival

16. On arrival:

- a. You will be met by the lodge manager who will conduct a non-contact temperature check on each individual.

Please Note: Any person with a temperature registering over 37.5 deg C or showing other possible signs of COVID-19, cold or flu will not be allowed entry to the lodge and will be asked to leave the premises until such times as a subsequent COVID-19 test proves negative.
- b. Lodge manager will confirm you have signed and returned the Club's COVID-19 Acknowledgement of Risks and Obligations Declaration.
- c. Your room and bathroom/toilet will be allocated by the lodge manager.
- d. Check the cleanliness of your allocated room and bathroom/toilet before use. If in doubt, clean them again yourself. **Please Note:** Although departing members should have cleaned the room and bathroom/toilet before leaving and there will have been a 48 hour room quarantine period, we would like arriving members to satisfy themselves that these facilities have been suitably cleaned for their use.

During Your Stay

17. Until the COVID-19 restrictions are lifted by the Government:

- a. Maintain the required social distancing as far as practicable.
- b. Hand sanitizer will be available in communal areas. This sanitizer is not to be removed from these areas. Carry your own when you are outside the lodge.
- c. Wearing of face masks in communal areas may be required from time to time. The lodge manager will advise members and guests.

- d. Communal Kitchen Management (Maximum 4 people). The kitchen area is the part of the lodge that requires the most support and cooperation from members to function well with physical distancing requirements.
- i. Dinner rules:
 - a) Members may be allocated a set time for dinner preparation in the kitchen, to be facilitated by the lodge manager if necessary;
 - b) Members must be aware that in busy times they may only be allocated 45 minutes for their cooking slot;
 - c) 1 person from each of 3 groups may prepare at any one time, which allows for an additional person at the dishwasher area; and
 - d) Members should bring prepared food as much as possible to minimise kitchen use.
 - ii. Breakfast 'rush hour' rules:
 - a) Cooktops and ovens must not be used between 6am and 8:30am;
 - b) Hint: Grab your milk and cereal or microwave your porridge and get out;
 - c) 'Tea/Coffee & Toast' area will be set up in the dining room; and
 - d) The lodge manager may implement allocations for kitchen time at breakfast if required.
 - iii. Members are encouraged to prepare their packed lunches, snacks etc on the previous evening, after all other members have finished preparing their dinner.
 - iv. Members must ensure they have left the kitchen ready for the next group before they start their own meal. This means:
 - a) All food items must be put away;
 - b) All utensils and equipment washed and put away; and
 - c) Preparation areas cleaned as per posted directions.
 - v. Members must follow any posted directions to maintain hygiene around communal items, appliances and pantry items.
 - vi. After your meal, all eating/drinking utensils are to be rinsed and put through the automatic dishwasher for cleaning and sanitizing. Unless absolutely necessary, hand washing and drying of these items is to be avoided.
- e. Increased environmental cleaning (Lemon Proof) of all high touch areas will need to be undertaken on a twice daily basis. This task will be added to the chores board.
- f. Cleaning of room and allocated bathroom/toilet will be the responsibility of the persons assigned that room and bathroom/toilet. **Please Note:** Professional cleaners will not be available to undertake any bathroom cleaning.
- g. The room assigned the kitchen chore must disinfect all surfaces. The lodge manager will disinfect all surfaces (except floor) prior to breakfast each day.
- h. All tea towels will be replaced by the lodge manager after breakfast and again after dinner.
- i. Paper towels will be used in lieu of hand towels in the bathrooms.
- j. Communal areas may have vaporisers with eucalyptus/tea tree/citrus oil to assist in overall air quality.
- k. No more than 2 people are to be in the ski/boot room at any one time (unless a family group). **Please Note:** Ski boots should be sanitised with a disinfectant before being put into the boot room.
- l. No more than 2 people are to be in the drying room at any one time. **Please Note:** The only items permitted in the drying room are: outwear jackets and pants, wet gloves and outside footwear, but no ski boots. Gloves and footwear must be sanitised before they are brought into the drying room. All other equipment including goggles, helmets, face wear and dry gloves are to be taken and stored in bedrooms.
- m. No more than 1 person is to be in the laundry at any one time.
- n. No more than 4 people are to be in the upper TV room at any one time.

- o. No more than 6 people are to be in the lower TV room at any one time.
- p. Members and guests are only to enter the bedroom and bathroom/toilet assigned to them.
- q. All unallocated rooms will remain locked.
- r. The lodge is only for the use of members and guests being accommodated in the lodge at the time. Other Thredbo village residents or day visitors to Thredbo are NOT to be invited into the lodge under any circumstances.

On Day of Departure

- 18. Vacate and clean your assigned room and bathroom/toilet. You are requested to wipe your room down with Lemon Proof and spray it with Glen 20 once vacated.
- 19. Remove all your food items from the fridges and kitchen cupboards and either take them with you when you depart or place in the general rubbish bins provided. Please do not leave anything for communal use. Wipe down your fridge space and your room cupboard.
- 20. Members and their guests must depart the lodge with all their gear **NO LATER THAN 1400 Friday. Please Note:** There will be no exceptions to this requirement as rooms need to be quarantined for 48 hours and checked by the lodge manager, who will also have additional lodge cleaning tasks to complete before the arrival of new members/guests.

After Departure

- 21. Have a safe trip home.
- 22. During change-over periods, after each room has been cleaned and vacated, the lodge manager will do a visual inspection and then lock the room for at least 40 hours (until 0600 Sunday). This is considered necessary to maximize the time allowed for the elimination of any potential residual virus in recently vacated rooms. After that time, the lodge manager will check the cleanliness of the room, in particular ensuring the mattress protectors and doona covers are clean, or removed and washed if necessary, and prepare each room for new arrivals.
- 23. New arrivals will only to be allocated to rooms that have not been occupied within the previous 48 hours.

Notes for Lodge Managers

- 24. Lodge managers will normally hand over to their relief on Saturdays when there are no guests in the lodge.
- 25. The same rules in relation to cleaning and bedroom quarantine periods apply. Hence, the incoming manager is not to use the bedroom in the manager's flat on the Saturday night. Guest Room 15 on Level 2 will be designated for the lodge manager's use as necessary, for this winter.
- 26. Spare bedding will be stored in Room 14 on Level 2 and in Room 7 on Level 1. The lodge manager will control access to these rooms.
- 27. The above rooms will not be available for guest accommodation.

Phil Gregory
VP Thredbo
01 June 2020

Att.

- 1. RAN Ski Club COVID-19 – Acknowledgement of Risks and Obligations Declaration.