

RAN Ski Club COVID Safe Operating Plan – Buller Lodge

References:

- A. RAN Ski Club By-Law 13 - Pandemic and Infectious Diseases Policy
- B. Buller Lodge SOPs
- C. <https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>
- D. [chrome-extension://oemmndcbldboiebfnladdacbfdmadadm/https://s3.amazonaws.com/assets.impactap.com.au/uploads/file/e435c45c-606f-49a7-b9dd-8a3c6408d4f4/Alpine-Activities-Guidelines-for-coronavirus-June-2020_\(1\).pdf](chrome-extension://oemmndcbldboiebfnladdacbfdmadadm/https://s3.amazonaws.com/assets.impactap.com.au/uploads/file/e435c45c-606f-49a7-b9dd-8a3c6408d4f4/Alpine-Activities-Guidelines-for-coronavirus-June-2020_(1).pdf)
- E. Buller Lodge Sublease Clause 6.6 – Infectious Illnesses
- F. Various guidance on COVID 19 lifespan on surfaces
- G. Worksafe Australia Guidance
<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/cleaning>

1. Objective

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.

2. General Information for Members

The Club is committed to providing a safe and healthy environment for all members. As a shared facility in the current COVID environment, this presents a number of challenges.

Members 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.

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.

3. Specific Information for Members

3.1. COVID-19 symptoms and vulnerability

In the event a member is suspected of displaying COVID 19 symptoms, the lodge manager is to immediately seek advice from the Buller Medical Centre in the first instance. Any subsequent medical authority advice is to be followed at all times, including having all members vacate the lodge and closing down the lodge if necessary.

The Club Board recommends that members 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.

3.2. Lodge occupancy

- 3.2.1. 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 and immediate family), **with no more than 7 rooms used** (excluding Manager's flat). 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 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.

- 3.2.2. Members may bring guests with the following restrictions:
 - Midweek bookings only
 - Guest must be either a family member or co-habitat with the Member bringing them.

- 3.2.3. Arrival/departure will be on Friday and Sunday only. Those planning to travel to the mountain should contact the lodge manager in advance to be given a "Slot time" to arrive at so we don't have more than 1 group arriving/departing at the same time, and allow the manager to brief and temperature check new arrivals. Vacated rooms must be cleaned by those departing and will be quarantined for a 48 hour period in between occupancy. It also allows additional time for the lodge manager to ensure the rooms are clean and ready in all respects for incoming members. All cleaned, unallocated rooms will be locked to prevent unauthorized entry.

- 3.2.4. Substitution of members or guests' bookings is not permitted unless approved by the Booking Officer or Lodge Manager before you reach the mountain. Anyone turning up to the lodge that is not on the booking sheet will be denied entry to the lodge.

- 3.2.5. Members 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.

3.3. Obligations of Members

3.3.1. Take necessary precautions

During the COVID-19 pandemic, members are requested to take the following precautions during their stay:

- 3.3.1.1. - 3.3.1.1. Regularly and thoroughly clean your hands with hand soap and water provided. Where soap and water is not immediately available, use an approved hand sanitizer. .
- 3.3.1.2. As far as practicable, maintain a distance of 1.5m between yourself and non-family members in the communal areas of the lodge.
- 3.3.1.3. 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.
- 3.3.1.4. Avoid touching your eyes, nose and mouth, or shaking hands with others.
- 3.3.1.5. 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.
- 3.3.1.6. Advise the lodge manager and vacate the lodge accommodation if you feel unwell.
- 3.3.1.7. 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.

3.3.1.8. 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.

3.3.1.9. Seek medical advice promptly and follow the directions of your local health authority.

3.3.2. What to Bring

3.3.2.1. Your own face masks.

3.3.2.2. Your own hand sanitizer.

3.3.2.3. Your own pillow slip.

3.3.2.4. Your own sheets.

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

3.3.3. Before Your Arrival

3.3.3.1. Contact the lodge manager to advise estimated time of arrival.

Please Note: You will not be able to check in BEFORE 1400 Friday and Sunday and only one group may check in at a time.

3.3.3.2. Provide contact mobile number to lodge manager.

3.3.3.3. Download and activate COVID Safe App.

3.3.4. Upon Your Arrival

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

Please Note: Any person showing possible signs of COVID19, 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.

3.3.4.2. Lodge manager will confirm you have signed and returned the Club's COVID 19 Risk and Obligations form.

3.3.4.3. Your room and bathroom/toilet will be allocated by the lodge manager.

3.3.4.4. 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 hours room quarantine period, we would like arriving members to satisfy themselves that these facilities have been suitably cleaned for their use.

3.3.5. During Your Stay

3.3.5.1. Maintain the required social distancing as far as practicable.

3.3.5.2. 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.

3.3.5.3. Wearing of face masks in communal areas may be required from time to time.

3.3.5.4. Only two groups will be permitted to use the kitchen food preparation and cooking area at any one time. A roster system will be introduced by the lodge manager if necessary.

3.3.5.5. All cooking and eating/drinking utensils are to be rinsed after use and put through the automatic dishwasher for cleaning and sanitizing. Unless absolutely necessary, hand washing

and drying of these items is to be avoided. Eating utensils and cutlery will be stored at the head of each table.

- 3.3.5.6. 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.
- 3.3.5.7. 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.
- 3.3.5.8. The room assigned the kitchen chore must disinfect all surfaces. The lodge manager will disinfect all surfaces (except floor) prior to breakfast each day.
- 3.3.5.9. All tea towels will be replaced by the lodge manager after breakfast and again after dinner.
- 3.3.5.10. Paper towels will be used in lieu of hand towels in the bathrooms.
- 3.3.5.11. Communal areas may have vaporisers with eucalyptus/tea tree/citrus oil to assist in overall air quality.
- 3.3.5.12. No more than 2 people are to be in the ski/boot or drying room at any one time (unless a family group).
- 3.3.5.13. No more than 3 people are to be in the Small adults TV room at any one time.
- 3.3.5.14. No more than 6 people are to be in the Large kids TV / pool room at any one time.
- 3.3.5.15. Members are only to enter the bedroom and bathroom/toilet assigned to them.
- 3.3.5.16. All unallocated rooms will remain locked.
- 3.3.5.17. The lodge is only for the use of members being accommodated in the lodge at the time. Other Buller village residents or day visitors to Buller are NOT to be invited into the lodge under any circumstances.
- 3.3.5.18. At the discretion of the Lodge Manager, and after ID and temperature checked, Emergency services, contractors and other workers are permitted to enter the lodge to undertake required works.
- 3.3.5.19. People delivering food or other items for members or guests are not permitted to enter the lodge. Members or guests are to arrange collection outside the lodge.

3.3.6. On Day of Departure

- 3.3.6.1. 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.
- 3.3.6.2. 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.
- 3.3.6.3. Members must depart the lodge with all their gear NO LATER THAN 1300 Friday/Sunday.
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.

3.3.7. After Your Departure

- 3.3.7.1. Have a safe trip home.
- 3.3.7.2. 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 48 hours. 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.

- 3.3.7.3. New arrivals will only to be allocated to rooms that have not been occupied within the previous 48 hours.

Adrian Hills
VP Buller
2 June 2020

Att.

RAN Ski Club COVID 19 – Acknowledgement of Risks and Obligations form