



Christian
Venues
Association
experience the spirit of sharing

COVID-19 Guidance Document for Camps

Disclaimer

While all care has been taken by the Australian Camps Association (ACA) and the Christian Venues Association (CVA) in the preparation of this document, neither the ACA nor the CVA accepts responsibility or liability for the results of specific action taken on the basis of the document nor for any errors or omissions.

This document will be subject to change from time to time – please check the version and date stamp before use.

All actions taken by camps, outdoor activity providers and other users remain the responsibility of that person or organisation.

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Introduction

Camps provide a tailor-made solution to the mental and physical health problems associated with social isolation. There is no better way to reconnect with friends, fellow students and others than through the shared camp experience. Research¹ shows that camps for young people can help decrease anxiety, increase efficacy and improve connection with peers and with schools – all valuable outcomes as we re-integrate students into schools and the wider community.

Camps make a significant contribution to the Australian and local economies. There are around 570 camps across Australia offering around 67,000 beds in total. The total estimated turnover of camps in Australia is \$794M, 56% of which is derived from schools.

This practical guidance and advice document has been prepared to help camps manage the risk of coronavirus (COVID-19) transmission during and immediately following the COVID-19 pandemic. It is not exhaustive in its scope and will be updated as new information comes to light and as lockdown stages / social isolation measures change.

It has been collated using information previously published by a variety of sources both here in Australia and overseas.

The Australian Camps Association (ACA) and the Christian Venues Association (CVA) acknowledge these sources, which are listed at the conclusion of the document.

The ACA and CVA note that Department of Education and Training (DET) directives relating to camps and excursions are different in each state, and that independent schools may choose to take a different approach to that directed by a DET. DET directives will be governed by advice from various state Departments of Health.

We also note that directives that apply to schools may not apply to community groups, who will be governed by the various federal and state mandates relating to social distancing and group sizes.

¹ Outdoor Youth Programs Research Alliance – www.oypra.org.au

What are the symptoms of COVID-19?

A coronavirus infection can cause mild to severe respiratory illness. The most common coronavirus (COVID-19) symptoms reported are:

- fever
- breathing difficulties and breathlessness
- cough
- sore throat
- fatigue or tiredness.

COVID-19 is most likely to spread from person-to-person through:

- Close contact with an infected person.
- Touching objects or surfaces (such as door handles or tables) contaminated by a person with the infection.

If you develop a fever, cough, sore throat, tiredness and shortness of breath, you should seek urgent medical care. Your doctor will liaise with public health authorities to manage your care. You must remain isolated in your home, or a healthcare setting until public health authorities inform you it is safe for you to return to your usual activities.

For more information about the transmission and symptoms of COVID-19, see

https://www.health.gov.au/sites/default/files/documents/2020/04/coronavirus-COVID-19-frequently-asked-questions_10.pdf

Camp Management Responsibilities to Staff

Due to working in proximity to other people and the potential to come into contact with potentially contaminated surfaces, steps must be taken to reduce the risks of exposure for camp staff.

Employers have a duty to provide and maintain, so far as is reasonably practicable, a working environment that is safe and without risks to the health of employees. This includes preventing, and where prevention is not possible, reducing, risks to health and safety associated with potential exposure to COVID-19.

We recommend that all staff should complete an online training COVID -19 course, for example:
<https://www.health.gov.au/news/how-to-protect-yourself-and-the-people-you-are-caring-for-from-infection-with-COVID-19>

Legal Duties

Employers have duties under the various OHS and WHS Acts, which include that they must, so far as is reasonably practicable:

- Provide and maintain a working environment that is safe and without risks to the health of employees and independent contractors.
- Provide adequate facilities for the welfare of employees and independent contractors.
- Provide such information, instruction, training or supervision to employees and independent contractors as is necessary to enable those persons to perform their work in a way that is safe and without risks to health.
- Monitor the health of their employees.
- Monitor conditions at any workplace under their management and control.

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- Provide information concerning health and safety to employees, including (where appropriate) in languages other than English.
- Ensure that persons other than their employees are not exposed to risks to their health or safety arising from the conduct of the employer's undertaking.
- Consult with employees on matters related to health or safety that directly affect, or are likely to directly affect them.

Regardless of whether or not they are an "employer" for the purposes of the relevant Act, a person with management or control of a workplace must ensure, so far as is reasonably practicable, that the workplace and the means of entering and leaving it are safe and without risks to health.

Employees also have duties under the relevant Act, which includes that they must:

- Take reasonable care for their own health and safety and that of persons who may be affected by their acts or omissions at a workplace.
- Co-operate with their employer with respect to any action taken by the employer to comply with a requirement imposed by or under the Act.

Identifying Risks at Camps

Employers must identify the level of risk to the health of employees from exposure to COVID-19 at their workplace.

This must be done in consultation with employees, so far as is reasonably practicable.

Some activities that may pose a risk of exposure to COVID-19 include:

- work that requires employees to be in close contact with others,
- using shared tools or equipment,
- sharing facilities such as bathrooms, kitchens and communal break areas.

Controlling Risks

Employers have a duty to provide and maintain, so far as is reasonably practicable, a working environment that is safe and without risks to the health of employees. This includes preventing, and where prevention is not possible, reducing risks to health or safety associated with potential exposure to COVID-19.

Management should provide information and brief all employees and contract staff, including catering and cleaning staff, on relevant information and procedures to prevent the spread of coronavirus to people in the camp setting.

Screening Staff and Groups

Employers should implement a screening process to minimise the introduction of COVID-19 to a camp. These are detailed in the Risk Register component of this document, below.

For example, by asking employees returning to the camp if they have travelled, been in contact with any confirmed cases of COVID-19 or if they have flu-like symptoms.

This also applies to groups booking the site. A written record of response should be kept.

To ensure person-to-person contact is minimised, screening should be done over the phone or by other non-contact methods.

Messaging for Stakeholders at Camp

1. For parents of children attending camp - if your child is sick, they must not come to camp. You must keep them at home and away from others.
2. For children on camp - tell your teacher or a camp staff member if you are feeling sick.
3. For all adults (guests and staff) - the greatest risk of transmission in the camp environment is between adults. It is of utmost importance that camp staff, accompanying teachers and other adults maintain physical distancing between themselves and each other at camp.

Maintaining Personal Hygiene

Ensure that you:

- Teach and reinforce washing hands
[https://www.who.int/gpsc/5may/How To HandWash Poster.pdf?ua=1](https://www.who.int/gpsc/5may/How_To_HandWash_Poster.pdf?ua=1)
- Teach and reinforce covering coughs and sneezes among participants and staff.
- Have adequate supplies to support healthy hygiene behaviours, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), and tissues.
- Provide hand sanitiser at high traffic areas of the site (bathrooms, dining rooms, meeting areas, foyers, etc). Communicate with staff about hand sanitiser locations and encourage regular use.
- Display hygiene information in prominent locations (kitchens, dining rooms, bathrooms, sleeping areas, camp entrances). For a sample sign, see:

<https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-COVID-19-print-ads-simple-steps-to-stop-the-spread-coronavirus-COVID-19-print-ads-simple-steps-to-stop-the-spread.pdf>

- Provide hand washing facilities (whether permanent or temporary), such as a wash basin, clean running water, soap and paper towels, placed in strategic locations to ensure employees and participants can access them in a timely manner.
- Ensure that rubbish bins have touch-free lids (eg foot pedal bins).
- Implement an appropriate waste management system.
- Ensure all employees and participants follow good hygiene practices, including washing hands frequently with soap and water for at least 20 seconds, covering coughs and sneezes, or coughing into their elbow or shoulder and avoiding touching eyes, nose or mouth.

Cleaning and Disinfection

The aim is thorough and regular sanitation.

Thorough and regular cleaning needs to be undertaken of all transit areas, communal and meal break areas, shared facilities (eg bathrooms and kitchens) and shared equipment.

1. Clean, sanitise and disinfect frequently touched surfaces (for example, playground equipment, door handles, sink handles, drinking fountains) multiple times per day and shared objects between use.
2. Avoid use of items that are not easily cleaned, sanitised, or disinfected.
3. Ensure safe and correct application of disinfectants and keep products away from unauthorised people.
4. Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods. Do not open windows and doors if doing so poses a safety or health risk (for example, allowing pollens in or exacerbating asthma symptoms) to children using the facility.
5. Take steps to ensure that all water systems and features (for example, drinking fountains) are safe to use after a prolonged facility shutdown to minimize the risk of any disease or illness associated with water.

For detailed cleaning advice, see:

<https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-COVID-19-environmental-cleaning-and-disinfection-principles-for-health-and-residential-care-facilities.pdf>

Physical Distancing - Indoors

An indoor gathering refers to a gathering within a single enclosed area (i.e. an area, room or premises that is or are substantially enclosed by a roof and walls, regardless of whether the roof or walls or any part of them are permanent, temporary, open or closed).

Refer to your home state's requirements regarding the number of people in a group that are able to be in an indoor space together, noting that these requirements will vary from time to time.

How to calculate the number of people for the size of your room

1. Measure the length of the room.
2. Measure the width of the room.
3. Multiply the length by the width to calculate the area of your room in square metres.
4. Divide the area of your room (calculated in square metres) by 4 to calculate the maximum number of people allowed.

Example

- Length = 8.25 metres
- Width = 10.6 metres
- Square metres: $8.25 \times 10.6 = 87.45$
- Maximum number of people: $87.45 \div 4 = 21$

Physical distancing of at least 1.5 metres between individuals should be implemented wherever possible.

- Plan for how physical distancing will be maintained during inclement weather (eg use of indoor meeting areas).
- Install temporary physical barriers (eg screens) where appropriate – eg meal service areas.
- Mark safe distances in common areas (eg bathrooms, dining rooms, accommodation areas, meeting spaces - on floors and walls).

Where it is not possible to undertake work tasks or deliver activities and maintain physical distancing (eg in the camp kitchen), other control measures need to be implemented. For example:

- Encouraging non-contact greetings.
- Minimise the number of 'person to person' interactions that need to be completed within 1.5 metres.
- Minimise the number of individuals involved in activities that need to occur within 1.5 metres of each other.
- Provide personal protective equipment (PPE) (eg gloves, masks, glasses).
- Where possible, conducting briefings or debriefings outdoors or in environments with enhanced ventilation.
- Where possible, arranging furniture to leave as much space as possible between participants.

Physical Distancing - Outdoors /activities

Activity program designers should consider each activity and whether there is a safer alternative. If not, plan to undertake the activity with at least 1.5m distance between participants (including staff).

Plan the activity program to avoid the shared use of equipment or close contact wherever possible – eg plan a walk rather than an initiatives session.

Shared equipment

Harnesses, paddles, PFDs, etc should not be used by more than one person between cleaning. Where it is not possible to eliminate shared use:

- Provide cleaning products (eg alcohol spray or solution) where equipment is located.
- Keep cleaning products with equipment as it moves around activity sites.
- Ensure all staff and participants thoroughly wash or sanitise their hands before and after every use.
- Ensure all parts of the equipment (eg including buckles, clips) are wiped down before and after use.

The shared use of phones, desks, offices, computers and other devices should also be avoided. Where this is not possible, these items should be regularly disinfected.

Swimming pools should not operate until restrictions on their use are lifted by your home State or Territory's government. Use of play equipment by children at camp is unlikely to appreciably increase the risk of exposure to the virus when compared with other activities undertaken in camp. Camps that provide play equipment should consider the following sensible precautions:

- Separating groups at play; for example, by staggering break times and avoiding overcrowding.
- Cleaning play equipment between use by different groups (or at least daily).

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- Ensuring children wash their hands (or apply alcohol-based hand rubs) before and after using play equipment.
- Excluding unwell children and staff.

First Aid

- Standard precautions should be adopted when providing first aid, for example gloves and an apron to use when dealing with blood or body fluids/substances.
- Always wash hands with soap and water or use a hand sanitiser before and after providing first aid.

What do to if a Staff Member or Participant is Suspected of Having COVID-19

Where there is a suspected or confirmed case of COVID-19 in a camp, the camp should contact the National Coronavirus Helpline ([1800 020 080](tel:1800020080)) which operates 24 hours a day, 7 days a week for further advice.

In the event of a suspected or confirmed COVID-19 case the relevant health authority will contact the individual to identify the close contacts and the causal contacts. If the employee or participant has attended a camp while they were infectious and had close contact with other people, this authority will contact the camp.

Employers should establish a response plan and procedure for suspected and confirmed cases, which should include:

1. Consultation and communication arrangements with staff (including casual and contractors), including making sure contact details are up to date.
2. Identify site locations for cleaning and disinfection.
3. Implement an appropriate cleaning and disinfection regime, which should be overseen by a competent person.
4. The competent person should advise that the cleaning and disinfection regime has occurred before re-entry to the affected areas.
5. Provide staff and upcoming groups with relevant information prior to re-entering the camp or visiting the camp.
6. Review and revise systems to ensure risks are effectively controlled, in consultation with staff.

Children or young people at camp experiencing symptoms compatible with COVID-19 (fever, cough or sore throat) should be isolated in an appropriate space with suitable supervision, and collected by a parent/carer as soon as possible.

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COVID-19 risk register TEMPLATE: Residential Camps and Conference Centres

Location: Add Centre name

Date: 9/05/2020

Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Actioned by	Date Due	Date Complete	Maintenance and review
Guests attend venue whilst COVID-19 positive	Staff or other guests becoming infected with COVID-19 (could result in serious illness or death).	Low, there have been few cases locally.	Moderate, while there are only a few local cases the consequences may be severe.	<p>Groups co-ordinators informed of symptoms of COVID-19</p> <p>Alcohol based hand sanitiser readily available.</p> <p>Instructions given to group co-ordinators that no guest is allowed to enter the facility if they demonstrate any COVID-19 symptoms</p> <p>All adults given appropriately spaced accommodation.</p> <p>Group Co-ordinators asked to confirm that no one in their group, to their knowledge:</p> <ol style="list-style-type: none"> 1. Demonstrates a temperature above the normal range (recorded on Contactless Thermometer) within last 24 hours) 2. Had no known personal contact with a COVID-19 carrier (last 14 days) 3. Are awaiting a test result for COVID-19 4. Has exhibited any COVID-19 symptoms in last 2 days <p>Posters prominently displayed outlining COVID-19 symptoms ¹</p>		John Smith	30/04/2020	Click here to enter a date.	Click here to enter text.

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Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Actioned by	Date Due	Date Complete	Maintenance and review
Staff attends workplace whilst COVID-19 positive	Other staff or guests becoming infected COVID-19 (could result in serious illness or death).	Low, there have been few cases locally.	Moderate, while there are only a few local cases the consequences may be severe.	<p>Staff complete online hospitality focused training prior to commencing back with guest groups ²</p> <p>Staff are screened and asked to sign COVID-19 Workplace screening form at beginning of each shift ³</p> <p>Staff have been temperature checked before the start of any shift and not allowed to work their temperature is above the normal range.</p> <p>Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority, referencing school cleaning guidelines as issued by relevant Department of Education.</p> <p>Frequently touched surfaces cleaned in line with relevant Department of Education Guidelines for cleaning protocols for schools.</p> <p>Contact the Department of Health to ensure they are aware of the diagnosis, and seek their advice as to which employees are at risk of contracting coronavirus and whether the workplace needs to be shut down.</p> <p>If the employee was present in the workplace immediately prior to the diagnosis, you should also take the following additional steps: -</p> <ul style="list-style-type: none"> • Notify your remaining employees that there has 	<p>Update roster so staff are rostered with the same colleagues each shift to minimise exposure.</p> <p>New automatic soap dispenser ordered</p>	Sally Smith	30/04/2020	Click here to enter a date.	Consult with workers within 7 days for any feedback on revised roster and effectiveness of new soap dispenser

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Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Actioned by	Date Due	Date Complete	Maintenance and review
				<p>been a confirmed case of coronavirus in the workplace.</p> <ul style="list-style-type: none"> • Do not disclose who the employee is. • Notify appropriate authorities and follow their guidelines. <p>Staff have been briefed on symptoms of COVID-19 and have been told to stay home if they aren't feeling well. If a staff member becomes unwell at work, a process is in place to isolate them and arrange for them to be sent home to receive medical attention. Staff don't have contact with delivery drivers, all paperwork is completed electronically.</p> <p>Soap and water for hand washing and paper towel or air dryer for hand drying is available in bathrooms, break rooms,</p> <p>All staff temperature checked before they start a work shift and log of results maintained</p> <p>Alcohol based hand sanitiser is also available in all staff areas including bathrooms, break rooms.</p> <p>Where staff meetings are required, social distancing principles enforced</p> <p>Break times are staggered to minimise the number of staff using break room at one time.</p>					

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Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Actioned by	Date Due	Date Complete	Maintenance and review
				Posters prominently displayed outlining COVID-19 symptoms ¹ Regular training of employees. Work with employees to develop and implement a workplace COVIDSafe Plan (sample attached below).					
Transmission from delivery drivers and Contractors	Other staff or guests becoming infected COVID-19 (could result in serious illness or death).	Low as all deliver drivers and contractors provided with instructions regarding being COVID-19 safe	High if infection transmitted to staff	Contactless delivery of all goods. All contractors to be temperature tested before they are allowed to work on site and log of results maintained Social distancing procedures in place. During site induction, contractors are informed of symptoms of COVID-19 and asked if they have any flu like symptoms Contractors who display flu like symptoms are isolated until they can be sent home. All contractors to provide their COVID-19 policy before being admitted onsite	Information on procedures shared with relevant parties	Click here to enter text.	Click here to enter a date.	Click here to enter a date.	Click here to enter text.
Spread of COVID-19 within the venue	Staff and / or guests may become infected with COVID-19 (could result in serious illness or death).	Low, there have been few cases locally.	Moderate, while there are only a few local cases the consequences may be severe.	Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority referencing school cleaning guidelines as issued by relevant Department of Education. Frequently touched surfaces cleaned in line with relevant Department of Education Guidelines for cleaning protocols for schools.		John Smith	30/04/2020	Click here to enter a date.	Click here to enter text.

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Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Actioned by	Date Due	Date Complete	Maintenance and review
				<p>Hand washing facilities are provided and kept clean, properly stocked and in good working order.</p> <p>Waste bins provided in accommodation and communal areas emptied regularly</p> <p>Physical distancing – where appropriate and practical.</p> <p>Alcohol based hand sanitiser is provided at entry to communal areas (out of reach of children).</p> <p>Posters on hand washing are prominent in all public areas, toilets and bathrooms.</p> <p>Adults are provided appropriately spaced accommodation.</p> <p>Staff break times are staggered to minimise the number of staff using break room at one time.</p> <p>Where staff meetings are required, social distancing principles enforced.</p> <p>Activity equipment wiped down with disinfectant between uses – activity equipment not shared between guests unless sanitised first.</p> <p>Self-Catered groups to sign declaration committing to adhere to all COVID-19 social distancing and hygiene requirements</p>					
Infection due to sleeping arrangements - students	Other students could become infected	Low, AHPPC advise flow risk of infection	Moderate	No guest permitted on camp if they display symptoms of COVID-19. Any student who displays symptoms during camp immediately isolated	Brief all schools on policy as part of communication				

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Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Actioned by	Date Due	Date Complete	Maintenance and review
		from students		and COVID-19 quarantine procedures put in place All guests to bring own bed linen, including pillow Mattress covers cleaned with disinfectant at end of each use.					
Infection due to sleeping arrangements – teachers/carers	Other teachers could become infected	Moderate, virus could spread to small number of adults in immediate contact with staff member	Moderate	All sleeping facilities receive a deep clean between every change of group All guests to bring own bed linen, including pillow Mattress covers cleaned with disinfectant at end of each use. Daily cleaning of room and associated bathroom All staff to have appropriate space between them for sleeping arrangements Any staff who are deemed high risk due to existing underlying medical conditions given separate sleeping quarters.	Brief all schools on procedures during induction				
Social Distancing in Dining Room	Other guests become infected	Low, students do not transmit COVID-19 to other youth		If more than one group present all groups to have separate dining space and/or dining times staggered Teachers/carers to have separate dining space with appropriate social distancing provided					
Spread of infection due to serving of food	Other guests become infected			All food is appropriately covered, including considering the use of sneeze guards All food served by venue staff who have access to appropriate PPE					

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Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Actioned by	Date Due	Date Complete	Maintenance and review
				All plates, cutlery, etc cleaned in appropriate manner to meet HACCP standards or are enviro-friendly disposable					
Transmission of COVID-19 via use of outdoor equipment	Other guests become infected	Low		All equipment wiped down with disinfectant between uses Equipment not shared between guests unless sanitised first					
Persistent use of latex gloves	New or aggravated latex sensitivity	Low, most gloves will not be latex-based	Moderate, effected individuals may have a significant reaction	Staff are provided with non-latex gloves or remove gloves when not necessary.	Ensure latex free gloves are purchased.	Lisa Singh	24/04/2020		
Persistent use of hand sanitiser	Dermatitis	Moderate, many staff will not have used hand sanitiser regularly before	Moderate, effected individuals may have a significant reaction	Staff are encouraged to wash hands with soap and water for 20 secs where possible as an alternative to hand sanitiser in non-medical situations	Ask staff if they have a history of dermatitis or allergy to alcohol	David Brown	27/04/2020		
Buses	Social distancing is not required on Buses public transport. School are exempt	Very unlikely	Low, students do not transmit COVID-19 to other youth	Buses are to be disinfected before use and sprayed clean between uses.	Students are to sanitise their hand before entering the bus	Click here to enter text.	Click here to enter a date.	Click here to enter a date.	Click here to enter text.
Activity harnessing	Social distancing and close	Very unlikely	Low, students do not transmit	Staff are encouraged to wash hands with soap and water for 20 secs where possible as an alternative to	Check staff before working. Staff to use gloves. Clean equipment.	Click here to	Click here to enter a date.	Click here to enter a date.	Click here to enter text.

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Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Actioned by	Date Due	Date Complete	Maintenance and review
	contact to check and setup harness. Spread of COVID-19		COVID-19 to other youth	hand sanitiser in non-medical situations. All equipment wiped down with disinfectant between uses. Equipment not shared between guests unless sanitised first	Student to get in own harness with limited help, Staff to intervene if unsafe or incorrectly fitted.	enter text.			

References

1. https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-COVID-19-know-the-signs-coronavirus-COVID-19-know-the-signs-poster_0.pdf
2. <https://hospitalityhygiene.com> PLEASE NOTE: Confirm that this is the right course for your State or Territory
3. https://drive.google.com/file/d/1mtwG5Oeptm_aT57dqb1evRIKkoGFwZQ/view?usp=sharing

Workplace COVID-Safe Plan

The purpose of this Plan is to protect the safety of staff when as they return to work in the office and in the field.

Being proactive

- Stay home if feeling unwell.
- If you have COVID-19 like symptoms (see below), you must get tested.
- All staff are required to complete online COVID-19 training <https://www.health.gov.au/news/how-to-protect-yourself-and-the-people-you-are-caring-for-from-infection-with-COVID-19>.
- Consider downloading the COVID-19 App.
- Consider having a flu shot.
- Comply with common protocols – coughing, sneezing, social distancing.
- Use non-contact greetings.

At the office

- Keep your workplace roster up to date on google sheets and check other staff member's rosters to avoid inadvertent office overcrowding.
- Sanitise hands on entering and leaving the office (use materials provided).
- Sanitise hands after using the kitchenette and bathroom.
- Use tissues and place used tissues / sanitising wipes in the bin.
- Workstations must be spaced to allow for a minimum of 1.5m between people. Our desks are 1.5M in length so allow for one desk length as a minimum.
- No more than six people in the office at any one time until we reach step 3 in the 3-Step Framework for COVID-Safe. <https://www.health.gov.au/resources/publications/3-step-framework-for-a-covidsafe-australia>
- Consider staggering lunch times.
- No sharing of utensils or condiments.
- Sanitise table after each use.
- No more than two people in a lift at any time (eg to the storage areas, roof top area).
- No more than two people in the car at any time (one in front, one in back)
- Last person to leave the office each day will wipe down common touch points - printer controls, door handles, filing cabinet handles, light switches.

Recruitment / Induction / Training

- Online where possible.
- If meeting in person, carry out pre-meeting screening – any COVID-19 like symptoms (see below) = no face to face meeting, and interviewee must get tested.
- If meeting in person, try to meet outside or in a well-ventilated area.
- Maintain social distancing – minimum 1.5M.
- Use non-contact greetings.
- Provide tissues and hand sanitising materials.
- Put used tissues / sanitising wipes in bin.

Camp Staff

- Stay home if you are feeling unwell, or if you have been in contact with anyone diagnosed with COVID-19 and have yet to complete your 14-day self-isolation.
- If anyone has COVID-19 like symptoms (see below), they must get tested and cannot attend camp.
- All staff are required to complete online COVID-19 training <https://www.health.gov.au/news/how-to-protect-yourself-and-the-people-you-are-caring-for-from-infection-with-COVID-19>.
- Consider downloading the COVID-19 App.
- Consider having a flu shot.
- Comply with common protocols – coughing, sneezing, social distancing.
- Use non-contact greetings.

Campers / travel:

- Pre-camp screening – if any COVID-19 like symptoms (see below) = that person cannot attend camp and they must get tested.
- No camper is to attend camp if feeling unwell even if they have non COVID-19 like symptoms (see below).
- Travel – ideally no more than two people in a car.
- If using a bus, ensure transport supplier has appropriate Covid safe plan.
- Wipe down common touch points – steering wheel, gear lever, column stalks, door handles, seatbelt clips, window lifts / slides, boot handle, trailer handle if used – before and after travel.
- Provide tissues and hand sanitising materials.
- Put used tissues / sanitising wipes in bin (may need to purchase a lined foot pedal operated bin for hire bus use).
- Empty receptacle into a safe bin regularly.
- Avoid public toilets / public spaces on route to camp if possible. If unavoidable, try to maintain sanitising as best you can.
- The host site will maintain best practice – bathrooms, dining rooms, sleeping areas, equipment, etc.
- Record all staff and participants on site in case of a need for future contact tracing.
- Use facemasks, apron and disposable gloves when providing personal care.
- Don and doff as per <https://www.youtube.com/watch?v=84CydmuHXD8>
- Immediately dispose of used PPE.
- Daily temperature checks using hand held digital thermometers.
Note: Be aware that (i) a person may run quite high range normally, (ii) time of test might affect outcome and (iii) have an agreed process in place if someone tests outside of range – eg point below.
- If any camper or staff member shows any COVID-19 like symptoms they must leave the camp immediately and self-isolate.
- Where there is a suspected or confirmed case of COVID-19 in a camp, the camp should contact the National Coronavirus Helpline ([1800 020 080](tel:1800020080)) which operates 24 hours a day, 7 days a week for further advice.
- In the event of a suspected or confirmed COVID-19 case DHHS will contact the individual to identify the close contacts and the causal contacts. If the employee or participant has

NAME OF ORGANISATION

attended a camp while they were infectious and had close contact with other people, DHHS will contact the camp.

- All incidents involving any symptoms or possible infection breaches must be logged.

Self-Cater groups

See Self-Catered Groups COVID-19 template below

Post camp:

- If any camper or staff member exhibits any symptoms up to two weeks after returning from camp, the Camp organiser and Camp Manager must be advised so that contact tracing can be initiated if deemed necessary by health authorities.
- Complete sanitising of all camp equipment on completion of camp, ready for next use.
- Re-stock gloves, facemasks, aprons, thermometers, sanitisers, tissues, wipes.

Most common COVID-19 symptoms:

- fever
- dry cough
- tiredness
- runny nose

Less common symptoms:

- aches and pains
- sore throat
- diarrhoea
- conjunctivitis
- headache
- loss of taste or smell
- a rash on skin, or discolouration of fingers or toes

Seek immediate medical attention if you have serious symptoms. Always call before visiting your doctor or health facility.

People with mild symptoms who are otherwise healthy should manage their symptoms at home. Must get tested.

On average it takes 5–6 days from when someone is infected with the virus for symptoms to show, however it can take up to 14 days.

Self-Catered Groups COVID-19 template

Name of Group:

The guidelines and risk register supplied by **NAME SITE** have been compiled from direction provided by State and Federal Governments, as well as industry peak bodies, and are designed to provide a safe place for and care for the wellbeing of **NAME SITE** staff, guests and contractors during the COVID-19 pandemic. Self-catered groups are not exempt from these guidelines and must ensure that this COVID-19 Safe Plan is adhered to.

In addition to the above, self-catered groups must:

- Provide a list of names, contact number and email address of all people that will be onsite at any time during your stay
- Physical distancing is to occur as detailed above
- Dining rooms are to be cleaned and subsequently sprayed with disinfectant spray after each meal
- Frequently touched surfaces including tables, benchtops, handrails and door handles are to be cleaned regularly (at least twice daily). This includes bedrooms, bathrooms, toilets, meeting rooms and the kitchen.
- Bins are to be emptied regularly (at least once a day)
- Food Service –
 - All plates, cutlery and utensils are to be washed in the dishwasher.
 - Cutlery is to be stored and served in individual paper sleeves.
 - Food is to be plated by a minimum number of people who have taken the appropriate food safe steps before serving. **NO SELF SERVICE ALLOWED.**

On behalf of the above named group, I have read and understand the COVID-19 Safe Plan for hire of the venue and agree to these conditions and accept that it is my responsibility as camp coordinator to see that they are adhered to.

Name: (Group co-ordinator)

Signed: **Date:**

Workforce Screening Template

Workforce Screening in place during the coronavirus pandemic.

To be completed at the start of each and every shift by all employees onsite

I am experiencing cold or flu like symptoms

Yes No

I have a temperature

Yes No

I have been in contact with someone that is confirmed to have COVID-19

Yes No

I have returned from overseas in the past 14 days

Yes No

If the answer is yes to any of the above questions, you are not allowed entry to the workplace and are to return home and seek medical advice. This may include a COVID-19 test and or self-isolation for 14 days as per the government guidelines before returning to work.

I _____ state that the above information is correct & true.
Name of Employee

Signature of Employee

Date

Acknowledgements / references

International Camping Fellowship – CDC Guidelines for Camps USA

<https://www.worksafe.vic.gov.au/managing-risk-COVID-19-exposure-construction-industry>

https://ais.gov.au/_data/assets/pdf_file/0008/730376/35845_AIS-Framework-for-rebooting-sport_FA.pdf

<https://www.health.gov.au/news/australian-health-protection-principal-committee-ahppc-advice-on-reducing-the-potential-risk-of-COVID-19-transmission-in-schools-24-april-2020>

https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-COVID-19-what-you-need-to-know_7.pdf

Australian Camps Association Member Resources – COVID 19