COVID SAFE PLAN
Outdoor Education Providers

Industry Segment:	Outdoor Education Providers
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Version:	Draft V11
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Purpose:

As per the information released by the Queensland Government on 25 May 2020, Industry COVID Safe Plans will be developed by industry for industry.

This COVID SAFE Plan has been developed for Queensland Outdoor Education Providers (commonly referred to as school camp operators).

The purpose of this COVID SAFE Plan is to help Queensland Outdoor Education Providers show the health authorities and the community that they operate sufficiently safely and can service more participants/customers than the baseline restrictions at each stage in Queensland's Roadmap to Easing Restrictions (the Roadmap).

The outdoor education activity covered by this COVID SAFE Plan is primarily accommodation (sleeping arrangements, dining and bathroom facilities) for groups of school-aged children with attendant adults, such as teachers. In the outdoor education context, accommodation could be in rooms at an outdoor education centre or it could be in tents in a bushland setting.

Once approved, this COVID SAFE Plan will be accessible for all Queensland Outdoor Education Providers across the outdoor industry to consider (regardless of membership of an industry peak body such as QORF).

Each Outdoor Education Provider can choose whether to opt-in to this COVID SAFE Plan. If an organisation chooses not to opt-in, it can continue to operate under the conditions of the applicable stage of the Roadmap and as per the relevant Chief Health Officer public health directions.

This COVID SAFE Plan applies at Stages 3 of the Roadmap, while recognising that different restrictions will apply at different stages of the Roadmap.

This COVID SAFE Plan does not apply to Queensland Outdoor Recreation Activity Providers (including event organisers), who deliver organised outdoor activities to groups of participants. A separate COVID SAFE Plan will be prepared for Queensland Outdoor Recreation Activity Providers, due to a range of different factors that need to be considered in the delivery of outdoor activities, compared to outdoor education.

It is important to note that there is a consistent interaction between other approved industry COVID safe plans and this plan. If there are multiple activities being undertaken at a venue (for example - dining, sports, fitness or recreational), several approved industry plans may apply. If this is the case apply the following:

Where there is clear separation between the activities (e.g. dining and sport) the conditions of that relevant plan may apply to the relevant area. Therefore, this plan will reference other industry plans and the need to take a consistent approach with those plans where applicable.

The approved Industry plans are located at *www.COVID19.qld.gov.au*.

Overview

Outdoor Education Providers encompass any organisation either for profit or not for profit, social enterprises, that may be owned by private operators, government, religious organisations or schools, and has as its primary purpose the provision of Outdoor Education programs to school-aged children.

These organisations are quite different from community sport or recreation providers as they primarily deal with groups organised through and for a specific school.

These organisations already have health and safety practices of a high standard in place and are currently working on introducing COVID-19 safety practices into their existing safety systems.

This Plan also provides guidance to land managers and land-owners regarding outdoor education activities.

Outdoor Education Providers typically provide workers who act as group leaders, instructors or supervisors. Providers and their workers have responsibility for the safety of the groups and for management of the activity.

To operate in outdoor environments, Providers conduct thorough safety management planning to address variables that might present risks for their groups, including weather, fire, navigation, food safety, and disease.

Key focus areas for Outdoor Education Providers in managing the risks associated with COVID-19 are:

- avoiding co-mingling of groups in participation,
- management and segmentation of groups of participants through scheduling of activities, and
- implementation of strict hygiene measures at entry and exit points, communal areas and management of equipment.

School-aged children are understood to be at lower risk of infection from COVID-19 than adults, and advices issued from AHPPC state that:

> AHPPC continues to note that there is very limited evidence of transmission between children in the school environment; population screening overseas has shown very low incidence of positive cases in school-aged children. In Australia, 2.4 per cent of confirmed cases have been in children aged between 5 and 18 years of age (as at 6am, 22 April 2020). AHPPC believes that adults in the school environment should practice room density measures (such as in staff rooms) given the greater risk of transmission between adults.

The measures outlined in this plan are focussed on maintaining physical distancing in adult to adult and adult to child interactions, and minimising child to child interactions.

During stage 3 of the Roadmap, group sizes are set at a maximum of 100 people, or "more with a COVID SAFE Plan approved by health authorities". A key protocol in this Plan is that if the school-aged children and teachers in a client group all come from the same school to an Outdoor Education Provider's Venue, then that client group (including participants, teachers and Provider's workers) will be allowed to exceed 100 people in total.

Each Outdoor Education Provider will normally have a venue or venues that they operate out of. Some Venues may have a number of self-contained defined areas ("Zones"). Each Zone will have showers, toilets, accommodation and dining facilities and the client group has exclusive access to that zone for the duration of their program. None of these facilities within a Zone will be shared with any other client groups at the venue.

A Venue may also include an expedition destination where participants move between remote campsites over the course of a program.

Some Outdoor Education Providers have Venues that are hundreds or thousands of hectares in size and may have multiple built and expedition zones on one Venue. Outdoor Education Providers can implement systems to ensure that client groups avoid interaction with other client groups in line with best available health advice.

Each Outdoor Education Provider will complete a specific COVID Safe Operational Plan to show methods of compliance with the points outlined and approved in this Industry COVID SAFE Plan and currently available health advice.

Contents

Introduction

The purpose of this COVID-19 Safety Plan (Plan) is to provide an overarching plan for the implementation and management of procedures to support providers of outdoor education in the staged resumption of business.

The arrangements set out in this Plan are intended to prevent the transmission of COVID-19 among participants and workers (paid and volunteer), families and the broader community. The Plan provides the framework to govern the general operation of outdoor education and any venues/facilities utilised, managed or controlled by the Outdoor Education Providers, the behaviour of all participants, and the monitoring and reporting of the health of attendees involved in outdoor education.

This Plan has been segmented into the following elements:

- Physical Distancing
- Conducting Business
- Client Management
- Cleaning & Hygiene
- Worker Safety
- Safety/Risk Management
- Emergency Management
- Other Facilities and Services

At all times, the Plan is subject to all regulations, guidelines and directions of government and public health authorities.

Key Principles

This Plan accepts as key principles that:

- The health and safety of participants, workers (paid and volunteer), families and the broader community is the number one priority,
- Clients, participants, workers (paid and volunteer), families and the broader community may need to be engaged and briefed on a Provider's specific COVID Safe operational business plan,
- Locations will be assessed, and appropriate plans developed to accommodate upgraded hygiene protocols, physical distancing, and other measures to mitigate the risk of transmission of COVID-19,
- Outdoor Education Providers cannot resume until arrangements for outdoor education operations and facility operations are finalised and approved, if necessary, and
- Outdoor Education Providers must consider and apply all applicable State Government and local restrictions and regulations. Outdoor Education Providers must be prepared for any localised outbreak associated with outdoor education operations or in the local community.

Guiding Documents

This plan has been developed with the guidance of the following documents:

- The AIS Framework for Rebooting Sport in a COVID-19 Environment (AIS Framework)
- The National Principles for the Resumption of Sport and Recreation Activities (National Principles),
- The OCA Framework for Rebooting Outdoor Activities in a COVID-19 Environment (OCA Framework).
- The National COVID-19 safe workplace principles published by Safe Work Australia, which operate subject to measures agreed and implemented by governments through the National Cabinet process.
- The Australian Adventure Activity Standard and Good Practice Guides, which provide a voluntary good-practice framework for safe and responsible planning and delivery of led outdoor adventure activities with dependent participants.
- Documents issued by the Queensland Government, specifically Queensland's Roadmap to easing restrictions and also the Return to Play Guide for Queensland Sport, Recreation and Fitness industries.
- Approved Industry plans for other related industries *www.COVID19.qld.gov.au*.

Responsibilities under this Plan

Outdoor Education Providers are responsible for the effective management and implementation of outdoor education and operations outlined in this Plan.

QORF is responsible for:

- Submitting the Plan and assisting Providers with implementation of the Plan; and
- Revising the Plan as required, ensuring it reflects up to date information from government and public health officials.

QORF has appointed the following person as the Organisation COVID-19 Safety Coordinator to execute the delivery of the Plan and to act as a point of contact for information relating to this Plan:

Name	Dom Courtney
Contact Email	eo@qorf.org.au
Contact Number	0419 976 800

QORF expects all Providers, workers and participants to:

- Comply with the health directions of government and public health authorities as issued from time to time;
- Understand and act in accordance with this Plan as amended from time to time;
- Comply with any testing and precautionary measures implemented by the Plan;
- Act with honesty and integrity in regard to the state of their personal health and any potential symptoms; and
- Monitor their health and take a cautious approach to self-isolation and reporting of potential symptoms.

Return to Business Arrangements

The Plan outlines specific requirements that Outdoor Education Providers will implement in Stage 3 of the Roadmap.

Queensland Government Framework Arrangements

Protocols for Outdoor Education Providers under Stage 3 of the Queensland Roadmap to easing restrictions are set out in this Plan.

Recovery

When public health officials determine that the outbreak has ended in the local community, QORF will consult with relevant authorities on behalf of the outdoor education industry to identify criteria for scaling back its COVID-19 prevention actions. QORF will also consider which protocols should remain to optimise good public/participant health. Where appropriate, additional protocols regarding pandemic management may be incorporated into industry documents such as Australian Adventure Activity Standard and Good Practice Guides.

QORF will consult key stakeholders to review the delivery of return to business arrangements, and will use feedback to assist with improvements to organisational plans and systems.

Industry Protocols

Physical Distancing

Area	Protocols
Group Management	- Providers will keep detailed records on the movement of participants and workers at the venue. This would include: - Details of each person in each client group allocated to a specific Zone in a Venue, - A client group (including participants, teachers and Provider's workers) may only exceed 100 people in total if the participants and teachers in that client group all come from the same school, with records maintained for a minimum of 56 days of each client group - Each client group may be broken down into smaller activity groups, with records maintained for a minimum of 56 days of people in each activity group - A program schedule detailing where and when each client group and activity group is undertaking the different aspects of the outdoor education program (including accommodation, dining, ablutions, activities) - A list of names of participants in each client group and each activity group, and - A list of the Provider's workers who were in contact with each client group or activity group during the program. - Clients will be directed to proactively engage in and promote Physical Distancing practices outlined by Queensland Health, including maintaining a minimum distance of 1.5 metres from others. - Adults (Group Leaders and Teachers) must: - Refrain from mingling with colleagues allocated to different client groups (including during free time of an evening) - Remain with their allocated client group for the duration of the program - Signage will be utilised to reinforce this messaging as per above - Any area where adult clients queue will be clearly marked for appropriate physical distancing. This includes reception areas, foyers and food service areas. - Arrangements will be made to reduce occupancy numbers to allow control of appropriate physical distancing. - Maximum patron capacity of indoor facilities and outdoor areas should be clearly identified
Managing Egress	- Implemented vehicle traffic management plans to prevent congestion, particularly in carpark and client loading /unloading zones. - Manage the flow of patrons through the Venue through the following methods: - Separate entry and exit points for all facilities that allow public access. - Where complete separation between entry and exit is not possible, barriers should be used to divide traffic and separate patrons as much as possible. - Signage (e.g. maximum room capacity), - Physical distance markers where queues are likely - Directional markers for traffic flow management - Physical barriers to restrict access or control traffic flow

	• Leave doors open where possible to limit personal contact with fixtures (without risking security) • Close areas of potential congestion including public showers and change rooms • Assigning separate facilities for each group and restricting access between facilities • Scheduling facility access/activity programming to prevent co-mingling of groups and bottlenecking in walkways etc...
Accommodation (Adult)	• Providers should take a consistent approach with the approved Queensland Tourism and Accommodation Industry COVID-Safe Plan regarding accommodating adults (Group Leaders, and teachers). • https://www.covid19.qld.gov.au/__data/assets/pdf_file/0035/129986/qld-tourism-and-accommodation-covid-safe-plan.pdf • Within rooms a maximum of 4 adults per room maintaining a physical distance of 1.5 metres.
Accommodation (School-aged children)	• School-age children from the same school/group who are accommodated in bunk style or tent accommodation will, where possible, adhere to Queensland Health's rule of 1 person per 4 square metre. Where this is not achievable a minimum physical distance of 1.5 metres rule must be maintained in sleeping arrangements. • Where there are multiple client groups utilising the venue at the same time, there will be no intermingling between client groups. • Once allocated to a Tent or Bunk, participants and workers will only use that resource for the entire program. • Providers will keep records of people allocated to each accommodation resource. Records will be maintained for a minimum of 56 days.

Outdoor Education Activity (School-aged children)	• An audit of all outdoor education activity risk assessments and standard operating procedures (SOPs) must be conducted to account for COVID-19 safety. For activities covered by the approved Outdoor Recreation Activity Providers COVID SAFE Plan, outdoor education Providers will need to ensure compliance with the control measures set out in the approved Outdoor Recreation Activity Providers COVID SAFE Plan, with appropriate modifications as provided below. Measures include:
	   ○ If it is identified that the risk of COVID-19 infection is high and difficult to be controlled, then the activity is removed from activity selection. For example, it may not be appropriate to conduct activities that require extended periods of close contact between people, such as trust falls where a group of participants work together in close quarters to catch another person. Activities that are usually delivered in confined spaces with reduced air flow may need to be removed from program or modified so that they can be delivered in an alternative environment, if possible.
	   ○ Where the risk of infection can be managed with the provision of an appropriate sanitising process (adhering to equipment manufacturer guidelines and/or industry best practice guidance) and a modification to SOPs, then updated changes must be documented appropriately.
	   ○ Group Leaders are to be given inductions for COVID SAFE modified SOPs for activities and assessment of compliance included in the normal observation and inspection processes for Group Leaders.
	   ○ Outdoor Education activities will observe and operate within the prevailing protocols required under the Industry COVID SAFE Plan for Outdoor Recreation Activity Providers, with physical distancing control measures for groups of school-aged children to be adjusted due to the different status of groups of school-aged children compared to groups of adults. Consideration must be given to the adults (Group Leaders and Teachers) accompanying groups of school-aged children.
	   ○ Sanitising of point of contact (e.g. hands) both before and after contact with activity equipment (e.g. harnesses, helmets, and ropes) where appropriate.
	   ○ Sanitise activity equipment between activity groups using an appropriate sanitisation method.

Zoning (Defined areas)	• Establish Zones to segregate client groups where multiple client groups are on site. • Zones must: ○ Be of a large enough area in total across the Zone to allow at least 4 square metres per person, as far as practically possible.

	o Have physical barriers designating each Zone and include a buffer zones of 1.5 metres.
	o Have designated showers, toilets, accommodation, and dining facilities that are exclusively accessible to the client group occupying the Zone for the duration of their stay.
	o Be cleaned and sanitised at the completion of the program once the client group has vacated. Zones must remain vacant for 30 minutes to ensure sanitisation has occurred.

Conducting Business

Area	Protocols
Approvals	• Land/water manager approval for Outdoor Education Operations at the Outdoor Space, if required. • Insurance arrangements confirmed to cover Outdoor Education Operations.
Booking Management	• Bookings should be managed to ensure client groups can be managed in accordance with the Zone system. • Bookings should be managed to ensure no mixing of adult and children activity groups (Groups leaders/teachers exempt). • Providers should ensure that the new requirements for COVID19 for their Venue are provided to their clients ahead of arrival.

Signage	• The Provider must ensure that signage is in place that reminds workers and participants about key public health messages of Physical Distancing, respiratory hygiene and hand hygiene.
	• The following signage should be displayed in prominent positions around the Venue to ensure patrons understand their requirements under the COVID Safe plans:
	  o Health Precautions
	  o Physical Distancing floor stickers
	  o Hand Sanitiser locations
	  o COVID-19 Symptom Information
	  o How to wash your hands

Visitors/ Contractors/ Delivery Drivers	• Providers should ensure that:
	  o Non-essential visits to the workplace should be cancelled or postponed, with Venue access restricted to essential visits and authorised personnel only.
	  o Visitors/Contractors/Delivery Drivers attendance should not be unannounced.
	  o Records of all Visitors/Contractors/Delivery Drivers at the Venue are maintained for a minimum of 56 days.
	  o Visitors/Contractors/Delivery Drivers are inducted on COVID-19 awareness and risk mitigation strategies to minimise possible transmission of COVID-19 and prevent cross-contamination between Zones.
	  o Visitors, contractors and delivery drivers use electronic paperwork where possible, to minimise physical interaction. For instance, see whether a confirmation email or a photo of the loaded or unloaded goods can be accepted as proof of delivery or collection (as applicable). If a pen or other utensil is required for signature you can ask that the pen or utensil is cleaned or sanitised before use. For pens, you may wish to use your own.
	  o Visitors/Contractors/Delivery Drivers are provided with ready access to handwashing facilities, or if not possible, alcohol-based hand sanitiser.
	  o Visiting delivery drivers and contractors are directed to remain in vehicles and use contactless methods such as mobile phones to communicate with workers wherever possible.

	o Visiting delivery drivers and contractors are directed to use alcohol-based hand sanitiser before handling products being delivered. For more information, see Safe Work Australia Guidance: https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/physical?tab=tab-toc-employer

Contact Tracing	• Providers will maintain records of all persons attending the Venue, or participating in the program where the program does not take place at a venue, and securely retain records for contact tracing purposes.
	• Record of attendees should include questions to ascertain clients and workers are free from COVID-19. Example questions include:
	  o In the previous 14 days, have you:
	    ▪ Had any COVID-19 symptoms, such as cough, fever, sore throat, fatigue and shortness of breath?
	    ▪ Been in contact with any confirmed/suspected COVID-19 case?
	    ▪ Travelled internationally?
	• Tracing Information will be maintained for a minimum of 56 days from the end of each program. This would allow for any information collected on paper forms to be boxed, archived offsite, and destroyed after that time.
	• Tracing information will be provided to public health officers when required.

Client Management

Area	Protocols

Pre-Screening	• Providers will ensure clients are aware that they MUST NOT attend if they have ANY symptoms potentially consistent with COVID-19. Implementation process could include:
	  o Distribute email/text to clients to advise them of the business's plan and requirements.
	  o Update online and printed collateral (where possible) to include information about business changes in response to COVID-19.
	  o Enhance business information (particularly online and signage) to provide prominent advice about client requirements and pre-screening.
	• Providers will advertise (poster/website) the right of refusal of entry and/or service to clients that refuse to comply with the conditions of this COVID safe plan
	• Providers will enhance booking systems to include advice regarding their approach to COVID-19 management. Implementation process could include;
	  o Where possible seek additional pre-screening information at the booking point through survey/questionnaire/declaration.
	  o Include reminders in any relevant communications (including confirmation emails, follow-up texts and any printed materials where possible).
	  o Where possible, send reminders just prior to known booking (for longer-term bookings) to ensure clients compliance and awareness

Payments	• Cash payments are not encouraged until the lifting of stage 3 conditions. • If you need to accept cash payment, providers should have hygiene procedures in place for the handling of cash.
Conditions of Entry	• Place signs at entry points to instruct customers not to enter the facility if they are unwell or have COVID19 symptoms. • The sign should state that businesses have the right to refuse service and must insist that anyone with these symptoms leaves the premises.

Inductions	• Providers will have a venue specific induction process that educates workers on new and altered processes that have been introduced to reduce risks related to COVID-19.
	 • These Induction processes will include but not be limited to:
	     o Physical Distancing measures the organisation has in place that must be adhered to
	     o Equipment sanitisation processes that must be carried out
	     o Process improvement Reporting Procedures and Critical incident plans if a COVID-19 Outbreak occurs.

Cleaning & Hygiene

Area	Protocols
Handwashing & Hygiene	• Providers will adhere to and promote enhanced hygiene standards as outlined by QLD Health recommendations. https://www.qld.gov.au/__data/assets/pdf_file/0031/127696/6-Steps-Hand-Washing-Poster.pdf • Provide hand washing facilities including clean running water, liquid soap, and paper towels. If hand washing facilities are not readily available, provide an appropriate alcohol-based hand sanitiser. • Hand hygiene is taught and reinforced to workers and participants, as per Queensland Health advice, where appropriate respiratory hygiene is taught and reinforced to workers and participants • Adequate supplies are available to support healthy hygiene behaviours, including soap, hand sanitiser with at least 60 percent alcohol (for workers and older children who can safely use hand sanitiser), and tissues. • Hand sanitiser is provided at high traffic areas of the venue (bathrooms, dining rooms, meeting areas, foyers, etc). Communicate with workers about hand sanitiser locations and encourage regular use. • Hand washing facilities are provided (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, where appropriate. • All workers 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. • Participants are advised that sharing of personal items such as clothing (jumpers, hats etc.), water bottles etc. is not permitted, and that personal items should be labelled clearly.

General Cleaning	• The Provider must ensure facilities are cleaned following the guidance provided by:
	     o https://www.safeworkaustralia.gov.au/sites/default/files/2020-05/cleaning-table-covid19-26May2020.pdf
	     o https://www.health.gov.au/sites/default/files/documents/2020/03/environmental-cleaning-and-disinfection-principles-for-covid-19.pdf
	     o https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf
	 • Use cleaning products with ingredients recommended for use by Queensland Health which are effective against COVID-19.
	 • Appropriate allowances will be made to ensure adequate time for cleaning and sanitations of each area after use.
	 High Touch Points
	     o Emphasis will be taken to sanitise objects frequently touched by people, generally in high traffic and commonly used areas (for example: Door Handles, Light switches, Keypads, Bathroom / kitchen fixtures (taps, basins, toilets, toilet roll holders, fridges, microwaves, cupboards and drawers etc), Handrails and Office equipment)

Vehicles	• Drivers will be responsible for sanitising hard surface touch points when exiting vehicles. • Vehicles will be equipped with appropriate sanitisation supplies.
Bathroom and Toilet Amenities	• Toilets, basins and bathroom facilities will be cleaned regularly with increased and scheduled frequency where practical.

	• Provider will provide ready access to cleaning equipment and provisions and waste disposal receptacles to enable shower facilities used by adults are cleaned after every use.

Accommodation	• Regular cleaning of accommodation will be conducted in accordance with advice from
	    • Queensland Health: https://www.health.qld.gov.au/__data/assets/pdf_file/0033/959910/guideline-risk-mitigation-for-accommodation-transport.pdf,
	    • Safe Work Australia: https://www.safeworkaustralia.gov.au/sites/default/files/2020-05/cleaning-table-covid19-26May2020.pdf
	    • Qld Office of Industrial Relations: https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf
	• Clients are encouraged to supply their own linen and pillow. Provider supplied bedding must be laundered after use.

Worker Safety

Area	Protocols

Worker Health and Wellbeing	Note – "workers" means both paid workers and volunteer workers
	• Direct workers to stay at home if they are sick, and to go home immediately if they become unwell.
	• Require them to be tested for COVID-19 if they have any symptoms of acute respiratory disease (cough, sore throat, shortness of breath) or a fever or history of fever. They must remain in isolation at home until they get the result and it is negative for COVID-19.
	• Implement measures to maximise the distancing between workers to the extent it is safe and practical and minimise the time that workers are in close contact. Where it is practical and safe to do so, review tasks and processes that usually require close interaction and identify ways to modify these to increase physical distancing between workers.
	• Consult with workers on COVID-19 measures in the workplace and provide workers with adequate information and education, including changes to work tasks and practices and appropriate cleaning and disinfection practices at work. This could be in the form of regular toolbox meetings pre-program, daily during program, and post program.
	• Providers should take steps to manage stress from COVID-19:
	    o Regularly ask workers how they are going and if there are any work-related stressors that need to be addressed
	    o Be well informed with information from official sources, regularly communicate with workers and share relevant information as it comes to hand
	    o Consult your workers on any risks to their psychological health and how these can be managed
	    o Provide workers with a point of contact to discuss their concerns and to find workplace information in a central place
	    o Inform workers about their entitlements if they become unfit for work or have caring responsibilities
	    o Proactively support workers who you identify may be more at risk of a work-related psychological injury (e.g. frontline workers or those working from home)
	    o Refer workers to appropriate channels to support mental health and wellbeing, such as employee assistance programs or counselling services.
	Further information managing risks to psychological health during COVID-19 pandemic has been provided by Safe Work Australia: https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/mental-health?tab=tab-toc-small_business
	And page 10 of Queensland Office of Industrial Relations COVID Guide:

	https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf
	• Providers should ensure that they put controls in place to manage possible risks to workers associated with work-related violence and aggression. Further information has been provided by Safe Work Australia: https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/general-industry-information/work-related?tab=tab-toc-employer
Personal Protective Equipment (PPE)	• Appropriate PPE should be supplied to workers based on their roles and responsibilities in adherence with Work Safe Guidelines. • Training on the appropriate use of PPE be provided to workers • Best practice guide: https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf

Pre-screening	• Ensure all workers are aware that they MUST NOT attend if they have ANY symptoms potentially consistent with COVID-19.
	    o COVID-19 symptoms include: cough, fever, sore throat, fatigue and shortness of breath.
	    o In addition to COVID-19 symptoms, workers should be advised not to attend work with any flu-like symptoms or related illness.

Worker Inductions	• Providers will have a venue specific induction process that educates workers on new and altered processes that have been introduced to reduce risks related to COVID-19.
	• These induction processes will include but not be limited to:
	    o Physical Distancing measures the organisation has in place that must be adhered to
	    o Equipment sanitisation processes that must be carried out
	    o Process improvement reporting procedures and critical incident plans if a COVID-19 outbreak occurs.

Worker Education & Training	• Industry and workplace-specific training must be undertaken for workers.
	• Providers must:
	    o Identify and outline the requirements for training of the workforce including all workers and communicate these requirements to workers and their representatives.
	    o Train workers on identified training, inclusive of COVID-19 infection control training: https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training
	• Training for workers may consist of the following:
	    o Mandatory training provided by *TAFE Queensland* for industries requiring a COVID Safe checklist.
	    o Any training that has been approved or outlined by Queensland Health.
	    o Any training as outlined by a Peak Body or State Level Organisation specifically relevant to the activity.
	• Further information and advice is available for organisations in the Return to Play guide provided on the Return to Play website.
	• Further industry specific training will be developed and provided by the Active Queenslanders Industry Alliance.

Safety/Risk Management

Area	Protocols
Risk Register	• Providers should ensure that COVID controls are included within their risk registers.

	• Providers should regularly monitor the COVID-19 situation, including any new public health advice, reviewing the effectiveness of their safety/risk management response, and adjusting responses accordingly – see page 3 of the OIR COVID Guide: https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf • The Australian Standard (AS ISO 31000:2018 Risk management – Guidelines) provides guidance regarding Risk Register contents. • Specific risk controls should be implemented to align with the requirements under the Industry Plan.
Standard Operating Procedures	• Providers should ensure that they update their Standard Operating Procedures to account for COVID19 Safe control measures identified within their risk register. • Workers should be trained on the updates made to the Standard Operating Procedures.

Records of Safety/Risk Management Processes	• Providers to maintain records of safety/risk management processes, including the following:
	   o identified hazards, assessed risks and chosen control measures (including any hazard checklists, worksheets and assessment tools used in working through the risk management process)
	   o how and when the control measures were implemented, monitored and reviewed
	   o who was consulted
	   o relevant training records
	   o any plans for changes
	• Providers may consider using tools such as the UPLOADS App to record incident reports, participation data, and action plans to address identified problems - https://uploadsproject.org/uploads-software-tool/
	• Note - levels of detail and extent of recording may vary depending upon the scope of operations of Providers.
	• When undertaking and reviewing Safety/Risk Management Processes, Provider must consider the identification and management of any new or changed hazards that may have arisen **as a result** of the implementation of this industry COVID SAFE Plan.
	• Following any period of closure of the organisation, Provider should carry out checks in preparation for reopening, including the following:
	   o equipment is in good working order,
	   o building/facilities in good working order (if buildings/facilities are used), and
	   o worker training is up to date.

Emergency Management

Area	Protocols
Emergency Management Plan	• The Emergency Management Plan should include a section on the control of a viral outbreak and/or infectious disease. • Assembly points located within the camp will adequately allow patrons and workers to maintain physical distancing where possible. However, response to any emergency will take precedence over physical distancing requirements. • Wardens at Assembly point locations will actively communicate to persons to not congregate and physical distance if possible.

Suspected Case Response	• Providers are required to implement a response plan in the event of a suspected COVID case. Response plan should include:
	   o Isolate suspected persons and make arrangement for their departure from the venue.
	   o Persons to seek medical attention and testing.

	- Inform persons that have been in contact with suspected case to isolate and monitor for symptoms. - Infectious control clean to be completed. - Once all clear given, return to normal business
Confirmed Case Response	- Providers are required to implement a response plan in the event of a confirmed COVID case. Response plan should include: - Isolate – Quarantine those persons effected - Notify - Report confirmed cases to the Department of Housing and Public Works and follow direction of authorities - Trace – Prepare attendance information and provide to health authorities to support contact tracing - Inform - Persons that have been in contact with confirmed case to isolate for 14 days and seek medical attention if symptoms are shown - Clean - Infectious control clean to be completed - Stand-Up – Return to business once it is safe to do so.
Managing a suspected/confirmed case of COVID-19	- Train workers (paid and volunteer) regarding management of workers or participants with a probable or confirmed case of COVID-19, ensuring workers understand that anyone who becomes unwell should be immediately isolated and provided with tissues, rubbish bin, hand sanitiser and a facemask, if available to cover coughs and sneezes. Establish procedures to help unwell workers or participants leave the activity as soon as possible, including: - informing the supervisor of an unwell worker, - arrangements should be made for the person to be sent home or to access medical assistance, - if the unwell person needs to access medical assistance, they should call ahead and advise of their symptoms so that medical staff can prepare for their visit. - Clean and disinfect any equipment or surfaces that the unwell person has been in contact with, implementing added protections to protect workers doing the cleaning. - Queensland Health will contact Provider if contact tracing of the workplace is required, in which case Provider should follow the advice provided by Queensland Health. - Train workers (paid and volunteer) regarding treatment of symptomatic people, and ensure that workers are instructed not to attend work if they develop a flu-like illness or have been directed by health authorities to self-quarantine or self-isolate. - Train workers (paid and volunteer) regarding cleaning and disinfection of facilities after suspected or confirmed COVID-19 in accordance with Work health and safety during COVID-19 - Guide to keeping your workplace safe, clean and healthy - https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf - Providers must ensure that workers are trained in the appropriate use of personal protective equipment for cleaning and disinfection after suspected/confirmed COVID-19: - Put on personal protective equipment (PPE) before entering the area, which may include disposable gloves, disposable apron or other protective garment, and protective eyewear to protect your eyes from the cleaning chemicals - Note - If a person with suspected or confirmed COVID-19 infection remains in the area while the cleaning is done, the unwell person should wear a surgical mask, if available, to cover their coughs and sneezes. The person who is cleaning the area should also wear a surgical mask to prevent them from touching their face. Once the cleaner enters the area, they should avoid touching their face and not touch/adjust their face mask if one is worn. If wearing a mask, it should be either on or off – ensure it always covers both the nose and mouth and don't let it dangle from the neck.

	For further information, see pages 6-9 of OIR COVID Guide, which includes Personal Protective Equipment involved in cleaning: https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0005/191678/covid-19-overview-and-guide.pdf
	• Confirm notification protocols for notifying public health authorities and other attendees regarding symptomatic workers or participants.
	• If there is a confirmed or probable case of COVID-19 infection at a workplace, Queensland Health will be notified by the medical professional who confirms the diagnosis and the relevant testing laboratory.
	• Upon being informed, a person in control of the business or undertaking must notify Workplace Health and Safety Queensland that the case has been confirmed.
	• Providers must keep a record of each notifiable incident for at least 5 years from the day that notice of the incident is given to the regulator.

Other Facilities and Services

For the following facilities and services, it is recommended that providers take a consistent approach with the approved industry plan for that specific area. The approved Industry plans are located at *www.COVID19.qld.gov.au*.

Area	Recommendations
Dining Halls & Food Preparation areas	• Refer to Retail Food Services Industry COVID Safe Plan for Restaurants, Cafes and Caterers
Aquatic Facilities	• Refer to Swimming Pool and Aquatic Centre Industry COVID SAFE Plan
QPWS Campgrounds	• Providers who operate within Queensland Parks and Wildlife Services Refer to QPWS Campgrounds COVID SAFE Industry Plan
Indoor Sports Halls	• Refer to Indoor Sports Group Industry COVID SAFE Plan
Fields / Ovals	• Refer to Outdoor Team Sports Industry COVID SAFE Plan
Activities Infrastructure	• Refer to Outdoor Recreation Activity Providers Industry COVID SAFE Plan

Appendix 1: Example Diagrams

Zoning for a Venue

Managing Egress

SEPERATE ENTRY & EXIT POINTS

Managing Arrival & Departure

Managing Egress

SEPERATE ENTRY & EXIT POINTS

Appendix 2- Outdoor Education Providers COVID SAFE Checklist

☐ *Implementation of the Outdoor Education Providers COVID SAFE Plan should be done through the completion of a COVID Safe Operational Plan for each Venue. The plan should address all the elements of the industry plan listed below:*

☐ **Physical Distancing:**
All applicable protocols under *Physical Distancing* within this plan has been implemented.
(Group Management, Managing Egress, Accommodation, Outdoor Education Activity and Zoning)

☐ **Conducting Business**
All applicable protocols under *Conducting Business* within this plan has been implemented.
(Approvals, Booking Management, Signage, Visitors/Contractors/Delivery Drivers, Contact Tracing)

☐ **Client Management**
All applicable protocols under *Client Management* within this plan has been implemented.
(Pre-Screening, Payments, Conditions of Entry, Inductions)

☐ **Cleaning & Hygiene**
All applicable protocols under *Cleaning & Hygiene* within this plan has been implemented.
(Handwashing & Hygiene, General Cleaning, Vehicles, Bathroom & Toilet Amenities, Accommodation)

☐ **Worker Safety**
All applicable protocols under *Workers Safety* within this plan has been implemented.
(Worker Health & Wellbeing, PPE, Pre-Screening, Induction, Worker Education & Training)

☐ **Safety/Risk Management**
All applicable recommendations under *Safety/Risk Management* within this plan has been implemented.
(Risk Register, Standard Operating Procedures, Records)

☐ **Emergency Management**
All applicable protocols under *Emergency Management* within this plan has been implemented.
(Emergency Management Plan, Suspected Case Response, Confirmed Case Response, Managing a suspected/confirmed case of COVID-19)

☐ **Other Facilities (if applicable)**
The other industry plans applicable to my business have been reviewed and I am consistent with those requirements.

Outdoor Education Providers COVID Safe Plan
This organisation has completed and complies with the Outdoor Education Providers COVID Safe Plan Checklist and can demonstrate to the community and relevant government authorities that we are following the Outdoor Education Providers COVID SAFE Plan.
Signature:
Name:
Position:
Organisation:
Date: