



Kiama Alpine Club
Co-operative Limited
Thredbo Alpine Village

Kiama Alpine Lodge
COVID-19 Safety Plan

Kiama Alpine Club Co-operative Limited
COVID-19 Safety Plan

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1 Use and Occupation of Lodge

1.1 General requirements

There are numerous resources issued by Australian government organisations in relation to the COVID-19 pandemic including general hygiene and individual protection.
(see websites below)

General practices include:

- **Practice good hygiene**
 - wash your hands often with soap and water. This includes before and after eating and after going to the toilet
 - use alcohol-based hand sanitisers when you can't use soap and water Note (There is no evidence that alcohol-free hand rubs are effective against viruses like COVID-19. Experts recommend you don't use them.)
 - avoid touching your eyes, nose and mouth
 - clean and disinfect surfaces you use often such as benchtops, desks and doorknobs
 - clean and disinfect objects you use often such as mobile phones, keys, wallets and work passes
 - use tap and go instead of cash where possible
 - increase the amount of fresh air by opening windows or changing air conditioning
- **Practice physical distancing**
 - keep 1.5 metres away from others wherever possible
 - avoid physical greetings such as handshaking, hugs and kisses
 - use tap and go instead of cash where possible
 - practise extra care if you are using public transport
 - avoid crowds – if you see a crowded space do not enter
 - avoid large public gatherings
 - practise good hygiene
 - stay at home if you have any cold or flu symptoms. Seek medical advice and get tested for COVID-19
- **Follow the limits for public gatherings** – Refer NSW Health for latest guidelines
- **Understand how to isolate if you need to**

Source <https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

General

This COVID-19 Safety Plan provides an overview of the initiatives the Board of Kiama Alpine Club have put in place to keep our staff, guests and visitors safe and healthy. The areas covered in this safety plan include:

- Wellbeing of staff and visitors
- Physical distancing
- Hygiene and cleaning; and
- Record keeping

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At the Lodge

There are sanitising stations installed strategically around the Lodge to assist members and their guests to comply with these requirements as well as advice in relation to cleaning requirements. There are also appropriate cleaning products located throughout the Lodge.

Appendix A outlines a general cleaning list for the Lodge. This is not exhaustive and is a guide only.

Appendix B outlines COVID-19 safety requirements for each section of the lodge. While these are subject to change, all members and their guest must familiarise themselves with these and all requirements in this document and accept all conditions prior to arrival.

Below are links to more information:

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

1.2 Restrictions on attendance at Kiama Alpine Lodge

A member or their guest/s will not be permitted to attend the lodge if:

- They are or have been infected with COVID-19 and have not recovered and are not clear of the infection (ie not COVID-19 negative).
- They have been or have returned from overseas immediately prior to visiting the Lodge and have not been through the required quarantine/isolation period and have not tested negative for COVID-19.
- They are subject to a quarantine notice, self-isolation notice or similar.
- They have or may have been in contact with a known infected person and have not tested negative for COVID19 after the expiration of the incubation period (nominally 14 days).
- They are unwell and/or are showing symptoms of COVID-19 and have not tested negative or those test results are not yet available.

1.3 Occupation of Lodge

Due to various government restrictions and guidelines, the use of the Kiama Alpine Lodge during the COVID-19 pandemic will change in the following ways:

- There will be a restriction in the number of people using the Lodge at any one time.
- There will be restrictions as to how internal spaces can be used.
- There will be a greater focus on continuous cleaning and hygiene.
- There will be requirements in the event that a member or guest is infected by COVID-19 previously or whilst at the Lodge, or if they display COVID-19 like symptoms.

The Club's response to each of these is set out below.

1.4 Numbers of people using the Lodge

As at 13th June 2020, the NSW government has advised that, within accommodation and other similar facilities, a minimum of 4 square metres is required for each person (typically in dining areas and other communal areas).

The Club is licensed to accommodate no more than 30 persons at any one time. However, the Board has elected to reduce this number to effectively manage physical distancing and cleaning requirements. The table below illustrates the maximum persons allowed in communal areas based on square metres.

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Location	Area	Maximum permitted occupancy (at any one time)
Kitchen	40 sq m	10 persons
Dining area	40 sq m	10 persons
Lounge	50 sq m	12 persons
Games Room	42 sq m	10 persons
Laundry	4 sq m	1 person
Drying room	18 sq m	3 persons
Balcony	32 sq m	8 persons

The Board will adopt the above numbers as general guidelines, recognising that there may be situations where a slightly higher density (e.g. members of the same family) would be acceptable whilst ensuring physical distancing occurs.

1.5 Lodge cleaning

Management and staff are responsible for daily cleaning of high touch surfaces throughout the lodge and deep cleaning as per the cleaning schedule.

Members and guests are responsible for ensuring they clean all areas that they utilise as they go as this is an important strategy to minimise transmission risk. For example:

- the kitchen must be cleaned and sanitised to a high standard after preparing meals
- the communal seating throughout the Lodge must be wiped down with sanitiser after use – this includes the entry foyer, dining area and lounge

Guidelines will be provided by the Lodge Manager to members and guests during their stay. In addition, signage will be available that will provide instruction.

Not following directives may lead to the Lodge being shut down. Sanctions may be applied to members or their guests in these instances.

The checklist in Appendix A provides some guidance on the cleaning approach (this is not exhaustive). Weekly Lodge Leaders will be tasked in ensuring compliance with these requirements. Not following directives by the Lodge Manager or the Weekly Lodge Leaders may lead to sanctions.

1.6 Actions in the event of flu-like symptoms in the Lodge

If a person has flu-like symptoms the following process will be undertaken:

- The person who has the symptoms will be required to have a COVID-19 test without delay.
- The person will be isolated in Room 1 until such time as the COVID-19 test result is confirmed. If that person is a minor their parent or guardian will be responsible for the care of that minor and that parent/guardian will also be isolated.
- The Lodge Manager will immediately inform all Club Directors of the infection and the actions taken / to be taken
- The Lodge Manager will inform all guests staying in the premises of the potential risk of infection. Additional cleaning may be required in the areas the person has accessed.
- The person may choose to vacate the Lodge prior to the outcome of a COVID-19 test. In this instance, the guest will be required to inform the Club of the results of the COVID-19 test.

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- The Lodge Manager will monitor the COVID-19 test status or be informed of the departure of the guest. The name and contact details of that guest will be supplied without delay to the Club.
- The Lodge Manager or Booking Director will follow up the guest to confirm the results of the COVID-19 test. If that test is positive, the Lodge Manager or Booking Director will immediately inform all other persons that have occupied the Lodge in that week of that status and commence the process set out above for a COVID-19 infection as directed by NSW Department of Health.

If the Lodge Manager or contract staff member have flu-like symptoms of COVID-19 following process will be undertaken:

- The Lodge Manager or contract staff member will be required to have a COVID-19 test without delay.
- The Lodge Manager will be isolated in the Lodge Manager Apartment until such time as the COVID-19 test is confirmed.
- The contract staff member will remain isolated in their residence and advise the Lodge Manager as soon as possible
- The Lodge Manager or Booking Director will inform the Weekly Lodge Captains and all guests staying in the premises of the potential risk of infection. . Additional cleaning may be required in the Lodge.
- The Lodge Manager will contact the Thredbo Club Lodge Manager Working Group to arrange physical in-lodge support from one or more of the neighbouring Lodge Managers (Happy Wanderers, YHA, Attunga, Redbank etc) if required
- The Booking Director will monitor the COVID-19 test status and keep all Directors informed
- If that test is positive, the Booking Director will immediately inform all other persons that have occupied the Lodge in that week of that status and commence the process set out above for a COVID-19 infection as directed by NSW Department of Health.

1.7 Actions in the event of a COVID-19 contamination in the Lodge

If a person staying in or visiting the Lodge has or contracts COVID-19, the following process will be undertaken:

- The infected person(s) will be asked to leave the lodge. If this is not practical, they will immediately be isolated in Room 1 and then transferred to suitable premises/accommodation/hospital. Transfer of the infected person will follow any specific requirements issued by the NSW Department of Health.
- The Lodge will be shut down as rapidly as possible and all occupants will be required to follow any specific requirements issued by the NSW Department of Health.
- The Department of Health will be advised of the infection and the Lodge Manager and Club Directors will follow any direction issued by the Department or their delegate. The Department will be issued with a list of all occupants/contacts by the Lodge Manager without delay.
- Kosciusko Thredbo (KT) and NSW National Parks and Wildlife Service (NPWS) will be advised of the infection and the Club will follow any direction issued by the Service or their delegate.
- The Lodge Manager will inform all current guests that the Lodge must be vacated, their unused accommodation will be refunded and all ongoing bookings contacted and adjusted depending on how long the lodge is closed.
- The Lodge Manager will organise a deep clean of the Lodge. No subsequent occupation will be permitted until such cleaning is complete.
- All members of the Club will be advised of the infection by the Communications Director

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If the Lodge Manager contracts COVID-19, the following process will be undertaken:

- The Lodge Manager will be immediately isolated in the Lodge Managers Apartment or transferred to alternative accommodation/hospital. Transfer of the infected person will follow any specific requirements issued by the NSW Department of Health.
- The Lodge will be shut down as rapidly as possible and all occupants will be required to follow any specific requirements issued by the NSW Department of Health.
- The Lodge Manager and Club Directors will follow any direction issued by the NSW Department of Health or their delegate. The Department will be issued with a list of all occupants and their contacts by the Lodge Manager or Booking Director without delay.
- Kosciusko Thredbo (KT) and NSW National Parks and Wildlife Service (NPWS) will be advised of the infection and the Club will follow any direction issued by NPWS or their delegate.
- The Lodge Manager or Booking Director will inform all current guests by telephone that the Lodge must be vacated, their unused accommodation will be refunded and all ongoing bookings contacted and adjusted depending on how long the lodge is closed.
- The Lodge Manager or Club Directors will organise a deep clean of the Lodge. No subsequent occupation will be permitted until such cleaning is complete.
- All members of the Club will be advised of the infection by the Communications Director.

1.8 Record Keeping

Details will be recorded and stored securely for ALL staff, members and guests staying at the lodge including all children/minors and all visitors such as suppliers or trades people.

The following will be recorded by the Lodge Manager upon arrival at the lodge:

- Names, mobile numbers or email addresses
- Body Temperature (to indicate any flu-like symptoms)
- Signed waiver form to acknowledge the conditions of staying at the Lodge - a parent or guardian will sign the waiver for a person who is under 18 years old. Separate waivers for each child will be signed.

All details will be stored securely and confidentially by the Lodge Manager within the Lodge Office for at least 28 days solely for the purpose of tracing of potential COVID-19 contacts.

The Lodge Manager will also make the members and guests aware of the benefits of the COVID Safe app (the app is not compulsory and not required upon arrival).

1.9 Lodge Accommodation Bookings

Subject to government restrictions and advice, the Lodge will re-open for bookings from Friday 26th June 2020.

The Kiama Alpine Club Board will only accept two, five and seven day stays with strict Friday and Sunday arrival and departure days to support a deep clean of the lodge between bookings to limit any potential cross infection.

The booking process will include the following actions to ensure compliance with this Plan:

- The Lodge Manager will confirm bookings with each member and that safety requirements under this plan can be met.
- Lodge Captains will be appointed for each week to assist with ensuring the physical distancing and cleaning/hygiene practices are adhered to by all guests

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- Each booking will be forwarded a booking confirmation, the current COVID-19 Safety Plan and a Waiver prior to their booking. Each booking will be contacted on the day prior to arrival to confirm that nil members of the party are showing any signs or symptoms of COVID-19.
- Any members or guests showing signs or symptoms will have their booking cancelled without being charged for their accommodation. All bookings will be paid for on arrival after a temperature check, walk through and signage of Waiver for all parties. Members can elect to make payment via bank transfer prior to the stay.
- Members who host guests will be responsible for the actions of their guests including compliance with this Safety Plan.
- Documentation and contact details for all persons that enter the building will be kept securely on file along with their waiver and temperature check on arrival.

2 Appendix A – Cleaning Requirements

Cleaning guidelines to help prevent the spread of COVID-19 based on Federal/NSW Guidelines.
 Kiama Alpine Club will provide members and guests with all required cleaning products throughout the Lodge.

	Method/Approach	Actions
1.	Ventilate rooms before you clean.	Allow fresh air to circulate for at least 20 minutes. If possible, leave all windows open during the entire cleaning process.
2.	Wash your hands thoroughly before and after each cleaning.	Use soap and water, and scrub for at least 20 seconds. If that's not possible, use a hand sanitiser with at least 70% alcohol.
3.	Wear disposable gloves while you clean.	Gloves should be thrown out after each cleaning. Make sure to wash your hands immediately after gloves are removed
4.	Clean, then disinfect.	Cleaning is when you use soap or detergent and water to remove dirt, germs and impurities. Disinfecting refers to the use of chemicals like bleach or alcohol to kill germs. Doing both is the best way to reduce the spread of infection.
5.	Use the right disinfectant.	Diluted household bleach solutions, cleaning products with at least 70% alcohol, and most common disinfectants are believed to be effective against the coronavirus. Bleach is a strong chemical and care should be taken when using it.
6.	Focus on frequently touched surfaces.	Light switches, doorknobs, and tap handles are just a few of the areas you'll need to clean and disinfect.
7.	Lounges and other soft, porous surfaces.	Carefully remove any visible dirt or grime, then use the appropriate cleaner for the material. If possible, machine-wash items according to the manufacturer's instructions.
8.	Wash all linen at the highest heat setting recommended by the manufacturer	That includes mattress covers, kitchen towels, and blankets. Wear gloves when handling dirty laundry.
9.	Consider vacuum risks	Change vacuum filters every vacuum cycle and wipe over vacuum with sanitising wipes between uses

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General Cleaning Checklist for Lodge Areas

The table below provides guidelines for cleaning. Signage will be located at each of the key areas below outlining cleaning requirements.

Key: Note some cleaning will be done by staff, members and guests

^ Clean/disinfect as used by member or guest

* Deep clean by staff on Fridays and Sundays

Area	Items to Clean/disinfect	
Kitchen	Kitchenware that isn't dishwasher safe ^ (As required *) Sinks and taps ^* Benchtops ^* Stove tops and knobs ^* Ovens and microwaves ^* Rangehood ^* Toasters ^* Kettle and coffee machine – and stock ^* Fridges and freezer – handles, doors and internal areas ^*	All utensils, appliances, pots/pans, etc ^ (As required *) Cabinet handles and drawer fronts ^* Drawers used by guests ^* Dishwasher ^* Sanitation station ^* Floors - swept daily and mopped as needed ^ (Fridays and Sundays deep clean *) Light switches and light covers ^* Garbage bins/recycling drawers ^ (As required *)
Dining room	Tables and chairs ^* Window sills and window handles ^* Internal and External Windows (As required *) Paper recycling ^*	Sanitising station ^* Floors - swept daily and mopped as needed ^ (Fridays and Sundays deep clean *)
Lounge	Coffee tables ^* Chairs and bench seating – especially arm rests ^* Fireplace equipment ^* Lamps ^* Windows, sills and window handles ^*	Carpet - vac daily or as needed ^ (Fridays and Sundays deep clean *) Pictures (As required *) Internal and External Windows (As required *)
Balcony	Doors and handles ^* Tables and seating ^* BBQ ^ (As required *)	Tiles (As required *) Outside windows (As required *)

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Area	Items to Clean/disinfect	
Bathrooms	Sinks and taps ^{^*} Bench tops ^{^*} Mirrors ^{^*} Toilets ^{^*} Bathtub ^{^*} Showers and screen/doors ^{^*}	Light switches ^{^*} Doors, handles and privacy locks ^{^*} Sanitation station ^{^*} Soap dispensers ^{^*} Extractor fans (As required [*]) Tiled floors [*]
Bedrooms	Benches, hanging space and hangers ^{^*} Mattresses and protectors [*] Pillows and pillow protectors [*] Doonas and doona covers (As required [*]) Bedside tables ^{^*} Lamps and clock radios ^{^*} Bins, luggage racks, chairs ^{^*} Mirrors ^{^*}	Window sills and winders ^{^*} Carpet ^{^*} Doors and handles ^{^*} Light switches and signage ^{^*} Thermostats/heaters ^{^*} Bunk beds [*] Hairdryers ^{^*} Pictures (As required [*])
Laundry	Sink and taps ^{^*} Washing machine ^{^*} Dryers, filters and condenser water containers ^{^*}	Cleaning and washing supplies ^{^*} Laundry baskets ^{^*} Ironing board and iron ^{^*}
General	Door knobs/surfaces ^{^*} Cleaning appliances ^{^*} Keypads ^{^*} Handrails ^{^*}	Vacuum cleaners ^{^*} Office desk, mouse, keypads and phones [*] Thermostats/heaters ^{^*} Window sills and window handles ^{^*}

3 Appendix B – COVID-19 Risk Assessment and Action Plan

Strategy	What are the risks/issue	What actions to take
Promote good hygiene and cleaning protocols within the Lodge to achieve infection prevention and control.		
Monitoring and Minimising Risk	<ul style="list-style-type: none"> • Ensuring members, guests and staff are aware of all expectations and maximising compliance 	<ul style="list-style-type: none"> • Pre-arrival correspondence to membership and guests stating rules and waiver • Contact with booking on day prior to arrival to clarify health status • Temperature check on arrival, verbal walk through and signage of waiver by all guests over 18 years • All guests to be reminded prior to booking and arriving that people at higher risk are recommended not to attend the lodge. • All guests will be encouraged to install the COVID-19 app • Documentation of all persons on site, filed with signed waiver and recorded arrival temperature • Lodge Manager and Board to access and update rules and information as government guidelines change • Allocation of Lodge Captains for the week to support manager • Member and guests to adhere to all rules to support the opening and ongoing operation of the lodge in as safe a manner as possible for all • Lodge Manager to assist Lodge Captains, members and guests in having supplies and information required to comply with best practice for the safety of all • Increase paid contractor cleaning hours to support daily high touch surface cleans and deeper change over cleans • All staff and contractors to receive training on agreed Lodge Safety Plan • Any persons not adhering to rules consistently and supporting safe health will be asked to leave the Lodge • Changes to communal duties will be required – refer to the communal cleaning duties list. • Preference is for guests to have had a flu shot prior to arrival

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Strategy	What are the risks/issue	What actions to take
Car Park	<ul style="list-style-type: none"> • Cross contamination if non-owner needs to move a car in stacked carpark • Use of snow removal equipment such as snow blower and shovels • Garbage enclosure • Early arrivals or departures • Luggage or food left onsite outside of check in and departure times need to be removed so as to limit exposure to incoming members and allow for thorough cleaning • Accessing the Lodge via balcony 	<ul style="list-style-type: none"> • Physical distancing required but nil limitation on numbers • Owner to move own car – Lodge manager to discuss stacked car parking with each weeks arrivals/departures to assist with this. Lower number of cars expected in 2020 due to reduced occupancy. • Should owner not be available car mover should wear PPE and wash/sanitise hands before/after getting in the car • Wash hands/sanitise before and after use when handling others car keys • Snow removalists should use sanitised equipment as directed by management • When taking garbage to enclosure ensure hands are washed and sanitised before and after • Garbage enclosure handle/lock daily clean/sanitising • Strictly nil people, luggage or food will be allowed to remain on-site before arrival or after departure hours. Nil entry. Telephone Lodge Manager if assistance is required. • Nil access to lodge via balcony stairs to ensure sanitising in from entry and shoes left in foyer • Nil arrival available prior to 4pm on day of check-in • All luggage and food must be packed in cars by strict 10am departure time • Carpark departure time 3:30pm with nil access of the lodge allowed • Note all cars are parked on-site at Kiama Lodge at their own risk
Entry	<ul style="list-style-type: none"> • High risk area as people return from external village exposure additionally in equipment/clothing in which they have been physically exerting themselves in all day • Contamination when persons enter and touch surfaces, door handles, key pad • Storage of snow blower and shovels 	<ul style="list-style-type: none"> • Nil access to anyone not residing at the Lodge ie no visitors permitted • Area limited to ONE person at a time, if not a family group • Members and guests to ensure physical distancing • Front door airlock to remain open during peak periods • All access to the lodge through front entry, nil persons allowed to walk up balcony stairs • Mandatory sanitation of all persons • Sanitisation station – hand sanitiser, wipes for door pad, bags for gloves • Members and guests responsible for cleaning and sanitising all surfaces they utilise before departing the area so it is ready for others to use • COVID-19 safe signs displayed • Children 12 and under to be supervised at all times • Daily staff cleaning/sanitising of high touch surfaces • Strictly nil access to lodge pre 4pm arrival or post 10am departure day – contact Lodge manager if there is an issue

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Strategy	What are the risks/issue	What actions to take
Foyer/Bench Seating Area	<ul style="list-style-type: none"> • High risk area due to high utilisation of patrons both preparing for departure with personal items from rooms and drying room, plus disrobing on entry for exercising and external village exposure • Mixed ski rack usage • Shoes • High usage security door • Helmets, goggles, gloves, neck gators, jackets on benches 	<ul style="list-style-type: none"> • Area limited to one family group at a time • Members and guests to ensure physical distancing • Key pad door to remain open during acute peak periods • Sanitisation station – hand sanitiser, wipes for bench and door pad, bags for gloves • Members and guests responsible for cleaning and sanitising all surfaces they utilise before departing the area so it is ready for others to use • COVID-19 safety signs displayed • Children 12 and under to be supervised at all times • Separate ski rack, including Cooma hallway, into each accommodation sector for ski's, poles and shoes • Members and guests to wipe over bench after use • Daily staff cleaning/sanitising of high touch surfaces
Cooma Room Hallway	<ul style="list-style-type: none"> • Limited snowboard rack usage • Mixed ski rack usage • Shoes • Hanging area for jackets etc • Helmets, goggles, gloves, neck gators, jackets on benches 	<ul style="list-style-type: none"> • Area limited to one family group at a time • Members and guests to ensure physical distancing • Sanitisation station – hand sanitiser, wipes for bench and snowboard rack, bags for gloves • Members and guests responsible for cleaning and sanitising all surfaces they utilise before departing the area so it is ready for others to use • COVID-19 safety signs displayed - • Children 12 and under to be supervised at all times • Separated ski rack areas, including Foyer, into each accommodation sector for ski's, poles and shoes • Snowboard rack to be managed by members and guests with equipment from sanitisation station • Members and guests to wipe over bench after use • Daily staff cleaning/sanitising of high touch surfaces

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Drying Room	<ul style="list-style-type: none"> • High risk infection area due to communal storage of ski clothes • Clothes can be exposed to resort facilities that may be contaminated • Clothes also contaminated by wiping face, coughing into crook of arm, running nose etc • Contamination when persons enter and touch surfaces, door handles, heaters, coat hangers 	<ul style="list-style-type: none"> • Area limited to one family group at a time , or no more than three persons • Members and guests to ensure physical distancing • Door to remain open outside of heating hours to limit high touch surface and to allow airing • Sanitisation station – hand sanitiser, wipes for door handle, coat hangers/helmets etc • Members and guests responsible for cleaning and sanitising all surfaces they utilise before departing the area so it is ready for others to use • COVID-19 safety signs displayed • Children 12 and under to be supervised at all times • Separate into five accommodation sectors • Helmets, gloves, neck gators and small items taken to rooms for drying – patrons advised to bring additional gloves etc • Daily staff cleaning/sanitising of high touch surfaces • Removal of all summer equipment – golf clubs, tennis racquets etc
Downstairs Toilet	<ul style="list-style-type: none"> • High risk cross contamination area with little opportunity to monitor 	<ul style="list-style-type: none"> • Closed with appropriate signage • Only allocated bathrooms may be used for each family unit
Sauna and Shower	<ul style="list-style-type: none"> • Sauna high risk area, difficult to sanitise and small enclosed space • Communal shower cross contamination 	<ul style="list-style-type: none"> • Closed • Closed signage

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Strategy	What are the risks/issue	What actions to take
Laundry	<ul style="list-style-type: none"> • High touch cross contamination areas include sink, washing machine, both dryers and their water tanks and lint filters, containers of washing powder and cleaning products, iron/ironing board, washing baskets, bin • High use of multi accommodation sectors requiring this facility at the same time • Staff require area for linen cleaning on Fridays, Saturdays, Sundays and Mondays • Bagging of hired linen • Only sink available on ground floor 	<ul style="list-style-type: none"> • Area limited to one family group at a time • Members and guests to ensure physical distancing • Sanitisation station – hand sanitiser, wipes for all surfaces touched, gloves • Members and guests responsible for cleaning and sanitising all surfaces they utilise before departing the area so it is ready for others to use • COVID-19 safety signs displayed • Children 12 and under are restricted from this area • Laundry baskets and clothes drying racks in each accommodation sector • No washing of own linen prior to departure – please wash luggage when you get home • No drying of unwashed clothing i.e. gloves and neck gators, towels or smalls • Nil usage available on Fridays, Saturdays, Sundays and Mondays without consultation with Lodge Manager • Daily staff cleaning/sanitising of high touch surfaces
Ski Tuning Room	<ul style="list-style-type: none"> • High touch cross contamination areas include freezer, fridges, work bench, tools, tuning irons, bin, brooms, mops, wax • Freezers and fridge use by multiple accommodation sectors 	<ul style="list-style-type: none"> • Area limited to one family group at a time • Members and guests to ensure physical distancing • Sanitisation station – hand sanitiser, wipes for all surfaces touched such as freezer door • Members and guests responsible for cleaning and sanitising all surfaces they utilise before departing the area so it is ready for others to use • COVID-19 safety signs displayed • No children 12 and under are allowed in this area • Emptied eskies to be returned to your car or taken to your room ie not left in ski tuning room • Freezer and fridges – separated by accommodation sector • Nil food items to be left in this area pre check in time or post departure • Daily staff cleaning/sanitising of high touch surfaces

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Strategy	What are the risks/issue	What actions to take
Games Room	<ul style="list-style-type: none"> Usually this area highly utilised by unsupervised children – not possible this season High touch cross contamination areas include doors, lounges, table tennis and accessories, TV and remote, DVD player, DVD's and remote, foosball table, games, books, light switches 	<ul style="list-style-type: none"> Area limited to one family group at a time or limited to 10 persons at a time Roster not required if members and guests manage usage in a fair and considered manner Members and guests to ensure physical distancing Glass doors to remain open at all times to minimise high touch surface Sanitisation station – hand sanitiser, wipes for all surfaces touched i.e. table tennis, remote Members and guests responsible for cleaning and sanitising all surfaces they utilise before departing the area so it is ready for others to use COVID-19 safe signs displayed Children 12 and under to be supervised at all times Removal of all games, books, games and soft furnishings Parents to operate DVD player, DVD's and remote and sanitise all after each use Table tennis table, foosball, bats and balls to remain and adult member/guest to sanitise after each use Nil luggage items to be left in this area pre check in time or post departure No longer an area to get ready for ski day – nil gloves, helmets, neck gators etc Daily staff cleaning/sanitising of high touch surfaces
Cooma Room	<ul style="list-style-type: none"> Usually an overflow room for members 	<ul style="list-style-type: none"> Closed for winter 2020 – Staff area only Used for storage of items such as dining tables and chairs, games, books, soft furnishings, community pantry, etc
Stairwells	<ul style="list-style-type: none"> High usage areas with limited space for physical distancing 	<ul style="list-style-type: none"> Members and guests to manage physical distancing Daily staff cleaning/sanitising of high touch surfaces

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Strategy	What are the risks/issue	What actions to take
Lounge	<ul style="list-style-type: none"> Highly social area with limited spacing requiring members and guests to utilise in a socially distanced and respectful manner Many high touch surfaces such as seating including arm rests, tables, fireplace equipment etc 	<ul style="list-style-type: none"> Roster not required if members and guests manage usage in a fair and considered manner Area limited to a maximum of 12 persons at a time. With Max 6 allowed around fireplace area and 6 allowed around coffee table area. Family groups of more than 6 but less than 10 can use either area as a single group Members and guests to ensure social distancing Door to stairwell to remain open at all times to minimise high touch surface Members should wash hands before entering this area Sanitisation station – hand sanitiser, wipes for all surfaces used i.e. coffee tables, seating Members and guests responsible for cleaning and sanitising all surfaces they utilise before departing the area so it is ready for others to use Nil glasses, platters etc to be left in this area. All items taken into this area must be taken out, cleaned and put away. COVID-19 safety signs displayed Children 12 and under to be supervised at all times Removal of all games, books, magazines, soft furnishings Daily staff cleaning/sanitising of high touch surfaces
Balcony	<ul style="list-style-type: none"> Highly social area with limited seating and High risk due to possible entry direct from the village BBQ 	<ul style="list-style-type: none"> Roster not required if members and guests manage usage in a fair and considered manner All access to the lodge must be made through front entry – nil persons allowed to walk up balcony stairs Area limited to one family group at a time Members and guests to ensure physical distancing Sanitisation station – hand sanitiser, wipes for all surfaces located inside balcony doors COVID-19 safety signs displayed Children 12 and under to be supervised at all times BBQ in use but must be cleaned and sanitised immediately after use

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Strategy	What are the risks/issue	What actions to take
Kitchen	<ul style="list-style-type: none"> • High risk infection area due to communal food drink preparation • Contamination when persons enter and touch surfaces, drawer handles, garbage receptacles, dishwasher, ovens, sinks/taps, shared cutlery, shared pots/pans, microwaves • Usually a hub of the lodge • physical distancing constraints • Open area difficult to monitor • High risk with people unpacking items purchased elsewhere into the lodge and many people possibly trying to do this around the same time • Many light switches, check in sheet, high use door to stairs 	<ul style="list-style-type: none"> • Area limited to a maximum of 10 - Signage required but as some family groups are able to occupy the same space this may be able to be increased but ideally limited - to be discussed verbally dependant on each weeks patrons makeup • Rostered usage to be determined if multiple groups are staying – example options: <ul style="list-style-type: none"> ○ Breakfast – three shifts – 6:00 til 7:30, 7:45 til 9:15 and 9:30 onward ○ Suggest packed lunches ○ Lunch access to be worked out by those onsite with same strict cleaning required ○ Dinner – two shifts – 5:00 til 7:00 and 7:30 til 9:30 ○ Late night revellers – Kitchen must be strictly sterile by pre-breakfast inspection • Members and guests to ensure physical distancing - Limit adults preparing food and drinks for each family group • Sanitisation station – hand sanitiser, soap for sinks, cleaning products and full clean instructions • COVID-19 safety signs displayed – Floor decals, hand washing notices, specific cleaning and safety requirements • Door to stairwell to remain open at all times to minimise high touch surface • Nil items are to be left by each group under any circumstances – not even a glass – higher use of dishwasher • Every non-electrical item through the dishwasher • No children 12 and under are allowed in this area - parents to access this area on their behalf - nil access to drawers, sinks, fridges etc. • Children 13 years and above must follow some cleaning training with management and be deemed competent to be allowed to access the kitchen • Fridges sectioned by accommodation areas not room numbers • Additional drawers can be allocated to allow for people to store plates, cups, glasses, cutlery etc. • All condiments to be removed. Nothing but the coffee machine and pods provided with sanitisation required with each use. Guests advised to bring their own supplies and remove on departure. • All tea towels to be removed and only paper towels are to be used • Consider cross contamination if leaving and returning to area i.e. getting food from fridge downstairs etc • Daily staff cleaning/sanitising of high touch surfaces

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Dining Room	<ul style="list-style-type: none"> Highly social area with limited spacing requiring members and guests to utilise in a physically distanced and respectful manner Many high touch surfaces such as seating including arm rests, tables, fireplace equipment etc 	<ul style="list-style-type: none"> Area limited to –a maximum of 10 persons Signage required but as some family groups are able to occupy the same space this may be able to be increased - Discussed verbally dependant on each weeks patrons makeup How many with new restrictions?? Roster not required if members and guests manage usage in a fair and considered manner, as long as kitchen restrictions are not impacted – kitchen roster and cleaning must be considered and adhered to Tables and chairs will be arranged accordingly to allow for physical distancing Members and guests to ensure physical distancing Wash hands before entering this room Sanitisation station – hand sanitiser, paper towel, cleaning products and wipes for all surfaces touched such as tables, chairs, window sills, windows handles and glass, heaters etc COVID-19 safety signs displayed Children 12 and under to be supervised at all times Members and guests to ensure they have minimised ‘dirty’ area in kitchen before sitting down to eat – note diners will be required to access kitchen both during prep and afterwards for clean up before next kitchen shift Members and guests to wipe over tables and chairs before and after each usage of area Remove community pantry – guest to bring own napkins, S&P, sauce etc as community pantry will be empty Remove table clothes and placemats Daily staff cleaning/sanitising of high touch surfaces
Public toilet on accommodation landing	<ul style="list-style-type: none"> High risk cross contamination area with little opportunity to monitor 	<ul style="list-style-type: none"> Closed Closed signage Only allocated bathrooms may be used for each family unit

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Strategy	What are the risks/issue	What actions to take
Wood storage and Fireplace	<ul style="list-style-type: none"> High touch issues regarding coded door access, fireplace guard, fireplace utensils 	<ul style="list-style-type: none"> Allocated stocking and collection of wood – ideally limit access via this coded door COVID-19 safety signs displayed Sanitisation station – hand sanitiser and wipes at back door Members and guests building or attending to the fireplace must wipe over any utensils they may handle Wood already sourced at correct size
Bedrooms Section One	<ul style="list-style-type: none"> ROOM 1 – Season long isolation room Infection transfer by pillows, linen, doonas, doona covers, blankets, heaters and high touch surfaces such as light switches, lamps etc Deep clean required after each departure Any isolated person/s will require support for food/meals/drinks, packing fridges, removing luggage to car etc 	<ul style="list-style-type: none"> This area out of bounds unless accommodating isolated person/s Exclusive ensuite bathroom Section can be shut off by external fire door COVID-19 safety signs displayed – hand washing, cleaning Sanitisation station – hand sanitiser, soap, paper towels, cleaning products Supply of masks and gloves Strict cleaning protocols for occupant and staff Nil room books, tissue boxes, alarm clocks, chairs, luggage racks – to minimise full clean Guests to bring own sheets, pillows and cases plus doona covers Lodge to wash all mattress protectors and blankets on change over days when doing deep clean
Bedrooms Section Two	<ul style="list-style-type: none"> ROOMS 2 and 3 Infection transfer by pillows, linen, doonas, doona covers, blankets, heaters and high touch surfaces such as light switches, lamps etc 	<ul style="list-style-type: none"> Area out of bounds to all other patrons other than those accommodated in rooms 2 and 3 Exclusive bathroom Section can be shut off by external fire door COVID safe signs displayed – hand washing, cleaning Sanitisation station – hand sanitiser, soap, paper towels, cleaning products Strict cleaning protocols for occupant and staff Nil room books, tissue boxes, alarm clocks, chairs, luggage racks – to minimise full clean Guests to bring own sheets, pillows and cases plus doona covers Lodge to wash all mattress protectors on change over days when doing deep clean Blankets to be put into rotation
Bedrooms Section Three	<ul style="list-style-type: none"> ROOMS 4, 5 and 6 	<ul style="list-style-type: none"> Area out of bounds to all other patrons other than those accommodated in rooms 4, 5 and 6 Exclusive bathroom on same side as rooms – Strictly cannot be used by other persons

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Strategy	What are the risks/issue	What actions to take
	<ul style="list-style-type: none"> • Infection transfer by pillows, linen, doonas, doona covers, blankets, heaters and high touch surfaces such as light switches, lamps etc 	<ul style="list-style-type: none"> • Section can be shut off by external fire door • COVID safe signs displayed – hand washing, cleaning • Sanitisation station – hand sanitiser, soap, paper towels, cleaning products • Strict cleaning protocols for occupant and staff • Nil room books, tissue boxes, alarm clocks, chairs, luggage racks – to minimise full clean • Guests to bring own sheets, pillows and cases plus doona covers • Lodge to wash all mattress protectors on change over days when doing deep clean • Blankets to be put into rotation
Bedrooms Section Four	<ul style="list-style-type: none"> • ROOMS 7, 8 and 9 • Infection transfer by pillows, linen, doonas, doona covers, blankets, heaters and high touch surfaces such as light switches, lamps etc 	<ul style="list-style-type: none"> • Area out of bounds to all other patrons other than those accommodated in rooms 7, 8 and 9 • Exclusive bathroom on same side as rooms – Strictly cannot be used by other persons • Section can be shut off by external fire door • COVID safe signs displayed – hand washing, cleaning • Sanitisation station – hand sanitiser, soap, paper towels, cleaning products • Strict cleaning protocols for occupant and staff • Nil room books, tissue boxes, alarm clocks, chairs, luggage racks – to minimise full clean • Guests to bring own sheets, pillows and cases plus doona covers • Lodge to wash all mattress protectors on change over days when doing deep clean • Blankets to be put into rotation
Bedrooms Section Five	<ul style="list-style-type: none"> • ROOMS 11 and 12 • Infection transfer by pillows, linen, doonas, doona covers, blankets, heaters and high touch surfaces such as light switches, lamps etc 	<ul style="list-style-type: none"> • Area out of bounds to all other patrons other than those accommodated in rooms 11 and 12 • Exclusive bathroom on same side as rooms – Strictly cannot be used by other persons • COVID safe signs displayed – hand washing, cleaning • Sanitisation station – hand sanitiser, soap, paper towels, cleaning products • Strict cleaning protocols for occupant and staff • Nil room books, tissue boxes, alarm clocks, chairs, luggage racks – to minimise full clean • Guests to bring own sheets, pillows and cases plus doona covers • Lodge to wash all mattress protectors on change over days when doing deep clean • Blankets to be put into rotation
Bedrooms Section Six	<ul style="list-style-type: none"> • ROOMS 13 and 14 • Infection transfer by pillows, linen, doonas, doona covers, blankets, 	<ul style="list-style-type: none"> • Area out of bounds to all other patrons other than those accommodated in rooms 13 and 14 • Exclusive bathroom on same side as rooms – Strictly cannot be used by other persons • COVID safe signs displayed – hand washing, cleaning

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	<p>heaters and high touch surfaces such as light switches, lamps etc.</p>	<ul style="list-style-type: none"> • Sanitisation station – hand sanitiser, soap, paper towels, cleaning products • Strict cleaning protocols for occupant and staff • Nil room books, tissue boxes, alarm clocks, chairs, luggage racks to minimise full clean • Guests to bring own sheets, pillows and cases plus doona covers • Lodge to wash all mattress protectors on change over days when doing deep clean • Blankets to be put into rotation
<p>Bathrooms and Toilets</p>	<ul style="list-style-type: none"> • Contamination when persons enter and touch surfaces, door handles, sinks, shower facilities, heaters, windows 	<ul style="list-style-type: none"> • Each bathroom and toilet must only be occupied by strictly patrons allocated to that area • COVID safe signs displayed – hand washing, cleaning • Sanitisation station – hand sanitiser, soap, paper towels, cleaning products • Strict cleaning protocols for occupants and staff
<p>General</p>	<ul style="list-style-type: none"> • Provide tools for people to use to self-check and sanitise. 	<ul style="list-style-type: none"> • Forehead thermometer in lodge • Ensure adequate supplies are available

4 Appendix C – Waiver

The below waiver is completed for all members and guests staying at the Lodge on arrival. A parent or guardian will sign the waiver for a person who is under 18 years old. Separate waivers for each child should be signed.

WAIVER OF LIABILITY FOR KIAMA ALPINE CLUB COOPERATIVE LIMITED

1. The **KIAMA ALPINE CLUB CO-OPERATIVE LIMITED** has put in place a number of preventative measures to reduce the spread of COVID-19. However, the Club cannot guarantee that you, , your guests or anyone else will not become infected with COVID-19. Further attending the Club's premises (also referred to as the Lodge) could increase your risk of contracting COVID-19.
2. The club has issued a COVID-19 Safety Plan. You and your guests must familiarise yourselves with the Safety Plan before you come to the Lodge. You must comply with the Safety Plan while at the Lodge and you must ensure your guests do the same. You must also comply with any direction from the Lodge Manager or Lodge Captains. A copy of the safety plan is attached to this waiver, copies are available from the Lodge Manager and you and your guests can also familiarise yourself with those requirements at www.kiamaalpineclub.org.au
3. You and your guests must comply with all Federal and State Government physical distancing requirements and guidelines including the requirement to remain at a distance of 1.5 metres from any other individual.
4. You are also responsible for ensuring that you and all your guests comply with all COVID-19 signage and any other requirements put in place by the Kiama Alpine Club.
5. Any breach or non-compliance with any COVID-19 requirements at the Club's premises may lead to a direction being issued to you and/or your guests by the Lodge Manager or Lodge Captain to immediately leave the premises. If such a direction is issued you must comply with it.
6. You, and each of your guests **MUST SIGN THIS WAIVER AND SAFETY PLAN** before your or they will be given permission to enter the Lodge. By signing this waiver and the Safety Plan you and they agree to be bound by the above conditions and acknowledge that you and they have read and accept the conditions as set out by the club's COVID-19 Safety Plan. You and they also acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that you or your guests may be exposed to or infected by COVID-19 by attending the Club's premises and that such exposure or infection may result in personal injury, illness, permanent disability or death. You further understand that the risk of becoming exposed or infected by COVID-19 at the Club's premises may result from the actions, omissions or negligence of yourself or others including but not limited to Club employees, Directors other members and other guests.
7. You voluntarily agree to assume all of the foregoing risks and to accept the sole responsibility for any injury to you, your dependants or any of your guests which may be experienced or incurred in connection with attendance at the Club's premises. You hereby release, discharge and hold harmless the Club, its employees, Directors, agents and representatives of and from any claims including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. You understand and agree that this release includes any claims based on acts, omissions or negligence of the Club, its employees, directors, other guests, agents and representatives whether the COVID-19 infection occurs before, during or after your or your guests' attendance at any Club premises.
8. You further agree that if you, or any of your guests display any flu like symptom then you must immediately notify the Lodge Manager.
9. Your guests include all junior members of the club who accompany you during your visit to the Lodge.

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Signed

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Print name

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Dated