

APIRA SKI CLUB

COVID-19 Safe Operating Plan

Developed by: APIRA Lodge Management Sub-Committee

Approved by: APIRA Committee

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1 PURPOSE

The APIRA Ski Club owns and operates a Ski Lodge known as APIRA at Mt Buller. The club provides accommodation services to its members, their families and guests primarily during the winter snow season. The club is governed by a committee which is elected by its members.

This COVID-19 Safe Operating Plan (USAGE PLAN) has been prepared in response to the Coronavirus COVID-19 pandemic. This plan details how the club will introduce a range of controls in addition to its normal operations to minimise the health and safety risks to its members who are accommodated in Lodge during the 2020 snow season.

1.1 Coronavirus (COVID-19)

Coronavirus COVID-19 is a highly infectious disease which is able to be easily transmitted from person to person throughout the population. In order to stop the spread of this disease it is necessary to put in place procedures to minimise opportunities for transmission and to ensure everyone is aware of these procedures and complies with them.

1.2 Reference Materials

This plan has been prepared in accordance with Victorian Government directions and guidelines that are in place at the time of writing. The main reference documents include:

- Alpine Activities Guidelines for coronavirus (COVID-19)-
[https://s3.amazonaws.com/assets.impactapp.com.au/uploads/file/e435c45c-606f-49a7-b9dd-8a3c6408d4f4/Alpine-Activities-Guidelines-for-coronavirus-June-2020_\(1\).pdf](https://s3.amazonaws.com/assets.impactapp.com.au/uploads/file/e435c45c-606f-49a7-b9dd-8a3c6408d4f4/Alpine-Activities-Guidelines-for-coronavirus-June-2020_(1).pdf)
- Mt Buller & Mt Stirling Integrated COVID Safe Plan –
<http://rmb.mtbuller.com.au/Mt%20Buller%20%20Mt%20Stirling%20Integrated%20COVID%20Safe%20Plan%20-%20V2.0.pdf>
- Hospitality Industry Guidelines for coronavirus (COVID-19) -
https://www.business.vic.gov.au/_data/assets/pdf_file/0011/1903718/Hospitality-Industry-Guidelines-for-coronavirus-COVID-19.pdf
- Tourism Industry Guidelines for coronavirus (COVID-19) -
https://www.business.vic.gov.au/_data/assets/pdf_file/0003/1904754/Tourism-Industry-Guidelines-for-coronavirus-COVID-19.pdf

1.3 Plan Amendments

This Usage Plan will take effect from the time of opening of the lodge and will be revised as required to respond to further restrictions, or easing of restrictions, by the Victorian Department of Health and Human Services (DHHS). No changes are to be made to these guidelines or the Clubs operations without the written direction of the Committee. The Committee will continue to remain up to date with any change to directions and guidance and will approve any amendments when they believe they are appropriate.

1.4 Advice to Members

The 2020 ski season will be very different. The resort has limits on car entry and lift tickets and APIRA will require members, partners and family to perform additional duties and adhere to social distancing requirements to make sure the lodge is as safe as possible for all members. These requirements are beyond normal lodge duties and MUST be performed and members must agree to perform all duties detailed in this plan. Members should familiarise themselves with their responsibilities before deciding to book accommodation at the lodge, particularly if you have young children, and/or are in a high risk category. This plan and lodge booking procedures is to be distributed to all members along with the following advice:

- No member is to attend the lodge if ill prior to arrival.
- That opening is provisional upon members compliance with all cleaning and social distancing guide lines.
- The Lodge Manager is authorised to ask members who do not comply to this plan to leave.
- As well as normal duties, of which there may be more than one per person, due to a lodge maximum of 20 persons, there will be COVID-19 cleaning duties as well.

2 COVID SAFE CONTROLS

In support of government guidelines and directions the Committee has identified the following actions which all members and guests are required to follow while within the lodge:

Maintain good personal hygiene

- wash hands regularly and thoroughly with warm water and soap
- sanitise hands regularly
- cover mouth with elbow when coughing or sneezing
- manage your clothing and equipment to limit contact with others
- stay at home if you feel unwell

Maintain social distancing

- limit personal contact
- maintain at least 1.5m from other people wherever possible
- control the number of people in a room/area in accordance with the density quotient (1 person for every 4sqm).
- limit organising events and social gatherings where possible
- avoid large gatherings if they are not essential (groups greater than 20 people)

Undertake cleaning & disinfecting

- regularly clean and disinfect high touch areas
- keep your bunkrooms clean
- thoroughly clean and disinfect common areas as scheduled
- do your duty
- remove lids from bins throughout the lodge

3 LODGE CAPACITY & USAGE

The maximum lodge capacity - **20 Persons**

The Lodge is required to restrict capacity during the COVID pandemic. These restrictions apply to the building as a whole, and to each of the rooms and areas within it. The Committee has determined these capacities in accordance with the following points, and the results are included in Annexure 2

Lodge Capacity:

- The capacity of the total building has been determined **as defined by government regulations**. There are limits to the number of occupants in a bunkroom. These vary for families who live together and for groups who do not.
- There are restrictions on how and when areas within the lodge can be used including the drying room, bathrooms, kitchen, and dining room.

3.1 Lodge Members

Members or guests are not permitted to visit the Lodge if any of the following apply:

- They have been infected with COVID19 and have not recovered and are not clear of the infection.
- They have been or recently returned from overseas and have not been through the required quarantine/isolation period and have not tested negative for COVID19.
- They live in a 'lock down' postcode or 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 COVID19 and have not tested negative or those test results are not yet available.

3.2 Lodge Visitors

- No day visitors will be permitted within the lodge.
- For the purpose of collecting ski gear, one member of the day visitor group to call and advise Lodge Manager of their arrival. They will be given the code to access the ski entry and collect the gear for the group. **There is no use of any lodge facility allowed.**
- Contractors and other workers are permitted to undertake required works.
- People delivering food or other items for members or guests are not permitted to enter the lodge. Members or guests are to arrange collection outside the lodge.

4 LODGE MANAGEMENT

4.1 Lodge Manager

- The Club has appointed John Edgar as Lodge Manager to oversee the operations of the lodge for the season. When the Lodge Manager is absent, he will delegate his authority and responsibilities to another member. This is a voluntary position for which reasonable expenses will be reimbursed.
- The Lodge Manager is responsible for the daily operations of the lodge including:
 - Overall responsibility for the management and implementation of this Usage Plan.
 - Lodge inductions and explanation of this Usage Plan to members
 - Managing capacity within the building and rooms/areas.
 - Rostering facilities (kitchen, dining areas) and tasks (cleaning, garbage removal)
 - Maintaining lodge occupancy records including names, numbers and times of attendance.
 - Undertaking cleaning inspections to ensure processes are completed as required.
 - Maintaining supplies of all cleaning, sanitising and signage products.
 - Managing heating and ventilation to maximise the introduction of fresh air.
- **The Lodge Manager has the authority to sanction members**, including asking them to leave the lodge, should they or any member of their booked group, wilfully disregard the rules, the safe operations of the Lodge or the safety of others.

4.2 Lodge Bookings

- Only members and their nominated double/family may book into the lodge. Bookings will only be accepted through the Booking Officer who will determine if they can be fulfilled in accordance within the Capacity Limits.
- The Booking Officer will provide each family or group making the booking with an electronic copy of this USAGE PLAN. The information provided will outline the requirements of the USAGE PLAN and how it will apply to them during their stay at the Lodge including:
 - arrival/departure times,
 - guest supplied items,
 - cleaning protocols,
 - shared duties,
 - catering requirements and lodge supplied items.
- All members and guests are encouraged to download and activate the COVIDSafe App.
- Separately-booked groups must not share bunkrooms at the facility unless singles and non-cohabitating people travel to Mt Buller together in the same vehicle and include a note, when booking, that states that they are prepared to share with others from this travel group.

4.3 Induction

- On arrival the Lodge Manager will provide an induction session for all after which members of the group must fill in the club register and sign that they have been through the induction session and have read and agree to abide by the Covid Safe plan.
- Each person who must sign the induction sheet. Parents/guardians will sign for minors and ensure they understand and comply with the plan.

4.4 Booking Periods

The Committee has determined that bookings should only be accepted for the following durations - 2 day weekend, 5 day midweek – part periods MAY be considered at a later date. Booking regulations for 2020 will be advised separately.

4.5 Bookings with COVID Symptoms

Persons exhibiting any COVID symptoms, no matter how mild, prior to check in are unable to enter the Lodge. Members with a booking and who exhibit COVID symptoms prior to arrival are to contact the Booking Officer to cancel their booking and obtain a full refund.

5 LODGE OPERATIONS

5.1 Prior to departure from home

- Prior to departure from home everyone booked in should undertake a Covid-19 symptoms self-assessment. If anyone in the booking has symptoms the booking should be cancelled and the Lodge Manager advised.
- If anyone in the booking is currently under a COVID-19 quarantine or isolation order from DHHS the booking should be cancelled and the Lodge Manager advised.

5.2 Check In

- Check in can occur from 6pm – 10.30 pm on Sundays and Fridays, so that the Lodge Manager can provide an induction and explain the COVID Safe protocols.
- Members arriving outside these times will be unable to access the lodge until it is ready.
- Arriving members must sign the Registration book and record their arrival date and time and confirm they have been inducted and accept and will follow the rules. Annexure 3 - Lodge Registration and Induction Document
- Luggage must not be left in the lodge before the appointed time of arrival. Members will not be permitted to arrive early and leave luggage/food in the Lodge.
- Members or groups who are delayed beyond 10:30pm should contact the Lodge Manager to agree on an arrival time.

5.3 Check Out

- Check out and departure must occur by 5pm. By this time all duties must be completed to allow time for checking of cleaning and disinfecting then airing and preparing rooms for incoming guests. If the members have not cleaned properly areas will be re-cleaned at the members expense. The rate for cleaning will be \$60 per hour.
- Members are required to depart the premises by 5 pm and ensure they maintain social distancing while waiting for taxi etc.
- Members are required to record their departure time in the Registration book upon check out.

5.4 On Arrival

- Hand sanitiser to be used when entering the lodge.
- The Lodge Manager will provide guests with an induction to the lodge and explain each element of this USAGE PLAN.
- All members to complete arrival sheet confirming names, arrival times and contact details of all members, and confirm that they do not have COVID symptoms.
- Any person displaying COVID symptoms (temperature, coughing, sore throat, tiredness) shall not be allowed to enter the lodge and shall be advised to return home and seek medical advice.

5.5 Daily Health Check

A daily record will be maintained where each member records the date, time, their temperature and any symptoms they might be exhibiting. Under current government recommendations any member exhibiting symptoms should be tested at the Mt Buller COVID-19 testing facility.

5.6 Signage

Signage will be installed throughout the lodge to assist in educating and reminding people of their responsibilities. See Annexure 1 – Lodge Plan and Annexure 4 - COVID Safe Signage including “The onus is on each Member to ensure compliance”

5.7 Room Plans - Annexure 1 – Room Plans

5.7.1 Lodge Entry/Exit

All rubbish bin lids will be removed throughout the lodge.

- Entry from outside capacity - **1 person**
- Entry Foyer and Hallway capacity - **3 persons**
- Stairwell to level 1 will be up only
- Stairwell to Basement will be 2 way – mirror to be added to landing so people can see if stairwell is clear

5.7.2 Ski Room

Ski Room capacity - **5 persons**

- Each bunkroom shall be allocated a dedicated space for equipment storage and members are to contain all equipment within their designated area.
- Skis to be retrieved and stored in the Ski room on arrival and returned to storage on departure
- Members must not enter the ski room if this will exceed the maximum capacity.
- Ski Boots must be stored in the allocated space in the boot cupboard

5.7.3 Drying Room

Drying Room capacity - **3 persons**

- Each bunkroom shall be allocated a dedicated space in the drying room, and members are required to only use their designated space.
- The only items permitted in the drying room are:
 - outwear jackets and pants,
 - wet gloves, which must be sanitised before they are brought into the drying room.
 - outdoor footwear
- Outerwear or footwear that has been in contact with others should be sanitised with disinfectant before being put into the drying room.
- All other equipment including goggles, helmets, face wear and dry gloves are to be taken and stored in bunkrooms.

5.7.4 Laundry:

Laundry capacity - **1 person**

- The laundry and associated toilet will be closed
- Members are to take bedding etc home to launder.
- By exception members may be able to use the laundry after approval from the Lodge Manager. In this instance the member must clean and disinfect the laundry after use (outside surface of the washing machine, dryer, bench and laundry trough and any other surfaces or switches touched)

5.7.5 Bunkrooms: 20 persons maximum

Bunkroom capacity: Annexure 2 – Lodge Density Table

Members bookings are to be as follows:

- separately-booked groups must not share bunkrooms at the facility
- singles who travel in a car together to Mt Buller, may include a note stating that they are prepared to share a room.

- bunkrooms 1 and 2 any of the following combinations
 - people who ordinarily live in the same household up to a max of 8 spread over the two rooms, or
 - intimate partners – 1 couple per room max 4 (this is the least preferred option to suit the bathroom); or
 - one person in each bunkroom max 2
- 3,4,5 and 6 – use of only two rooms at any one time and a maximum number of 8 persons in any of the following combinations:
 - up to 4 persons per room who ordinarily live in the same household (this is the least preferred option to suit the bathroom)
 - intimate partners - 1 couple per room max 4; or
 - one person in each bunkroom max 2
- bunkroom 7 – 1 to 7 persons in the following combinations:
 - people who ordinarily live in the same household up to 7 persons;
 - intimate partners one couple;
 - up to 2 people - of the same booked group (or who all indicated in their bookings that they agree to share with the other members) - who do not ordinarily live in the same household provided they have travelled in the same vehicle to Mt Buller.
 - up to 3 people - that are all family members (who do not reside together), who have indicated in their bookings that they agree to share with the other members of their family and are travelling to Mt Buller in the one vehicle.
 - a single member
- 8 and 9 – any of the following combinations:
 - up to 4 persons per room who ordinarily live in the same household per room;
 - intimate partners - one couple per room; or
 - one person in each bunkroom

5.7.6 Occupancy: maximum group is 20

- Bunkroom occupancy will be determined at the time of booking and no changes are to be made without approval from the Lodge Manager or Booking Officer.
- Bunkrooms must only be occupied by the people who have booked them, and people are not permitted within bunkrooms that they have not booked.
- Signage will be installed within each bunkroom advising to regularly wash hands with soap and water for 20 seconds, and/or sanitise regularly
- On the day of departure, occupants are required to clean and disinfect their rooms in accordance with the cleaning guidelines and checklist. *Annexure 5 - Cleaning Guidelines and Checklists*

5.7.7 Linen:

- Pillows and doonas have been removed from bunkrooms and each member is responsible for the supply of all their own bedding (pillow, pillow case, sheets, doona and cover or sleeping bag) and towels. No member is permitted to occupy a bed without appropriate linen fitted to the bed base. If a member fails to bring their own bedding, the Lodge Manager will provide a doona, pillow, sheets and pillow case. At the end of the period all items are to be placed in a sealed plastic bag and the Lodge Manager will arrange for this to be collected, laundered and returned to the club, at the members expense (approximate cost: \$150 per set).
- On the day of arrival and the day departure, occupants are to clean and disinfect room including lightly wiping underlays with sanitising wipes.

- During cleaning or following departure, the Lodge Manager is to undertake a cleaning inspection to check that all tasks have been completed in accordance with the cleaning instructions.
- If members do not clean and disinfect their room as required, the Lodge Manager may arrange for the room to be thoroughly cleaned prior to the next check-in, and charge the responsible guests accordingly. Rate per hour is \$60.00

5.7.8 Bathrooms and Ensuites

- Members must only use their assigned toilet and shower
- Ensuites and bathrooms will be stocked with vanity pump soap, toilet paper, hand paper and bathroom cleaning and disinfectant materials. Restocking is to be done only by the Lodge Manager.
- Occupants are to advise Lodge Manager if supplies run out.
- No towels or other personal items are to be left in bathrooms
- Soap pumps will be provided at all handbasins
- Members must provide their own shower soap or gel
- Bunkrooms using communal bathrooms will be allocated specific showers, toilets and handbasins to use.
 - Upstairs communal bathroom capacity – 2 bunkrooms concurrently which could hold up to 8 people total – each bunkroom will have one shower, one vanity and a dedicated toilet. Members from one bunkroom at a time is preferred when showering to limit cross contact.
 - Downstairs bathroom capacity is 4 people unless a family of up to 8 – one shower per bunkroom, one vanity per bunkroom and one toilet shared between two bunkrooms. There is to be only one person in the common space at any one time.
- Occupants are required to undertake a “wipe down process” prior to and after each use.
- On the day of departure, occupants are required to clean and disinfect their bathroom/ensuite in accordance with cleaning guidelines and checklist.

5.7.9 Kitchens and Meals – Kitchen capacity 6 persons

2 persons in each kitchen bay.

- Members are encouraged to bring pre-prepared meals or arrange take away meals to minimise use of the kitchen.
- The Lodge Manager will develop a roster for use of the kitchen. Members must adhere to the rostered time slot as allocated by the Lodge Manager.
- Hand sanitiser and disposable gloves are available within the kitchen area.
- No tea towels to be used and only silicon oven-gloves. Prior to commencement of cooking the station/area is to be wiped down with a disinfectant.
- After sanitising hands or using gloves, all cooking utensils are to be washed and sterilized, either during/after meal preparation, or set aside in the designated area for washing promptly after the meal is finished.
- After sanitising hands or using gloves, on completion of the meal each group to do their own dishes, all dishes and cooking equipment are to be rinsed and washed in the high-speed commercial sterilizing dishwasher then air dried.
- After sanitising hands or using gloves, all dishes to be stored, if dishes are damp they are to be dried with paper towel which is disposed of after use.
- In accordance with the hospitality guidelines all shared condiments are to be removed and members and guests are required to provide their own.
- Members must only use the pantry shelves and fridge / freezer / bar fridge spaces allocated to their bunkroom.
- Rubbish is to be organized differently in 2020 with one bin for general rubbish and one for recycling at both rubbish stations. There will be no green collection this year.
- One freezer to be moved to dining room to minimize movement on the narrow stairs
- No food to be left in fridge or freezer between Lodge visits.

5.7.10 Dining and Lounge Area – Dining area & lounge capacity - 20 persons

- Hand sanitiser is available within the lounge/dining area
- Stairs near bar area will be down only
- The 1.5m rule will apply to all dining tables and couches, and tables and couches shall be configured and spaced to achieve social distancing (other than family groups, who may sit at the same table/couch without the social distancing rules applying).
- Excess dining chairs will be removed from lounge
- All games and books will be removed
- Dining area will be set up with 3 tables, where possible the number of people at a table is to be limited to 6 persons, (this maximum could only be exceeded by a family group).
- Meals are to be consumed in a timely manner and members and guests are not to linger beyond their allotted timing, so that the area is available for others.
- Tables, chairs and seats are to be wiped down with a disinfectant immediately after dining has concluded.
- Only 3 bar stools allowed in the bar area with no seating in front of bar fridge doors.
- Following use of the lounge, members and guests are required to wipe down with a disinfectant, any spillage, high touch or hard surfaces which they have been in contact with.
- Glasses and mugs must be washed in the glasswasher and after sanitising or using gloves items put away.
- All soft furnishings will be removed
- Department of Health recommends that people should not mix in a space for longer than 2 hours, unless they are all part of the same family group.
- After a period of 2 hrs the room must be sprayed with Glen 20 or aired

5.7.11 TV/ Billiard Room - Room capacity – 7 persons

- Hand sanitiser is available within the games room.
- Stairs will be down only
- Billiard cues, balls, games, books and videos will be removed.
- Billiard table is not available for use
- The 1.5m rule will apply and chairs/tables shall be configured and spaced to achieve social distancing (other than family groups, who may use the TV / billiard room without the social distancing rules applying).
- Following use of the TV/Billiard room, members and guests are required to wipe down with disinfectant any spillage, high touch or hard surfaces which they have been in contact with.
- All soft furnishings will be removed
- Department of Health recommends that people should not mix in a space for longer than 2 hours, unless they are all part of the same family group.
- After a period of 2 hrs the room must be sprayed with Glen 20 or aired

5.7.12 Sunroom - Room capacity - 6 persons

- Hand sanitiser is to be available within the sunroom.
- The 1.5m rule will apply and chairs/tables shall be configured and spaced to achieve social distancing (other than family groups, who may use the sunroom without the social distancing rules applying).
- Following use of the sunroom, members and guests are required to wipe down with disinfectant any spillage, high touch or hard surfaces which they have been in contact with.
- All games and books will be removed
- All soft furnishings will be removed
- Department of Health recommends that people should not mix in a space for longer than 2 hours, unless they are all part of the same family group.
- After a period of 2 hrs the room must be sprayed with Glen 20 or aired

5.7.13 Baggage Space and Ski Tuning Bench – Room Capacity – 5 persons

- Ski tuning bench is not to be used without the permission of the Lodge Manager and must be cleaned and disinfected after use.

6 CLEANING AND DISINFECTING

Cleaning and disinfecting is a critical control, and these protocols have been developed to minimise the risk of contamination of surfaces.

6.1 Definitions

- **Cleaning.** Uses detergents to physically remove germs, dirt and organic matter from surfaces. Cleaning does not kill germs, but reduces the amount that can be transmitted.
- **Disinfecting & Sanitising.** Uses chemicals to kill germs on surfaces. It is important to clean before disinfecting, because organic matter and dirt can reduce the ability of disinfectants to kill germs.
- **Wipe Down.** Means using a disposable disinfectant wipe to wipe down a surface before discarding the wipe. This includes:
 - Bathrooms: Wipe down all hard surfaces, including tiles and splash backs, vanities, bench top & taps, mirrors, toilet cisterns, seats and covers, shower screens and shower taps.
 - Kitchens. Wipe down all hard surfaces including tiles and splash backs, bench top, sinks & taps, cupboards and handles, appliances including stoves, ovens, fridges etc.
- **2-in-1 Cleaning and Disinfecting.** A physical clean using a combined detergent and 1,000 ppm bleach solution (2-in-1 clean) made up regularly from a concentrated solution.
- **Two Step Cleaning and Disinfecting.** A physical clean using detergent and water followed by a clean with 1,000 ppm bleach solution.

6.2 Cleaning:

COVID-19 duties will be assigned with normal duties (there may be more than one per person) which must be completed and signed off as per the schedule.

6.2.1 Preparation:

- Wash your hands using soap and water and dry with paper towel before and after undertaking any cleaning.
- Use a hand sanitiser before putting on and removing gloves.
- Use disposable gloves.
- Masks will be available.
- Avoid touching your face, mouth, nose, or eyes.
- Follow the directions on the containers, including appropriate use of PPE.
- Dispose of gloves in a leak proof plastic bag.

6.2.2 Routine Cleaning:

- All common or shared areas of the lodge are to be cleaned daily or as directed in the cleaning schedule.
- Routine cleaning is to follow the 2 step process.

6.2.3 High Touch Cleaning:

- Common and frequently touched surfaces are to be cleaned with a disinfectant wipe down multiple times a day in accordance with the cleaning schedule.
- Special attention is to be given to high-touch surfaces which should be cleaned and disinfected more frequently, including:
 - eating and drinking utensils and storage receptacles
 - tables and chairs (including underneath)
 - kitchen and food contact surfaces
 - door, cupboard and refrigerator handles
 - handrails
 - tap handles
 - switches
 - TV controls and computer
 - bar area

6.3 Lodge Cleaning Schedule

The Lodge Manager will be responsible for preparing a cleaning roster to ensure all of the building is cleaned in accordance with this USAGE PLAN. (See Annexure 7 – Cleaning Schedule & Roster).

6.3.1 Cleaning Checklists

Checklists are to be prepared to assist with cleaning, including:

- Bunkrooms
- Bathrooms & Ensuites
- Kitchen
- Dining, Lounge and Games Rooms
- Ski storage and Drying Rooms

6.3.2 Cleaning Records

The Lodge will maintain a register of all cleaning and disinfecting including names and the time it was completed.

6.3.3 COVID Response Deep Clean

If the lodge has a member or guest who tests positive while in residence, the Lodge Manager will arrange for a COVID Safe deep clean, by a contract cleaner, to be undertaken in accordance with the guidelines and all Department of Health and Human Services advice will be followed.

7 MEDICAL CONSIDERATIONS

COVID CASE

7.1 Member presents with minor symptoms/illnesses:

- Call own GP for advice
- Advise Lodge Manager of GP recommendation. If GP is not available, contact testing centre nurse who will determine need for testing
- The Mt Buller Medical Centre has also arranged GP2U, Australia's largest telehealth provider, to provide telehealth GP consultations. Consultations are bulk-billed and bookings can be made on-line 7-days a week from 7am to 7pm at: <https://gp2u.com.au/>.
- Face-to-face GP consultations will be available at the Mt Buller Medical Centre. All consultations must be booked by calling 5777 6185, and walk-ins are not permitted. GP appointments will generally be between 9am to 11am. The Medical Centre does not accept cash and all accounts must be settled at the time of the appointment. The Medical Centre is staffed from 9am to 5pm daily.

7.2 Person Exhibiting Symptoms

- Advise the Lodge Manager who will:
 - Hand member a mask that must be worn and have them wash their hands
 - Get the Covid Kit (PPE) and wear
 - Clean and disinfect wherever the person has been
 - All rubbish to be double bagged and removed from the room
 - Provide the following advice on testing
- COVID testing will be available from 9am to 1pm daily for anyone within the resort (visitors and staff) with COVID symptoms who is assessed as needing a test. Testing will be bulk-billed and can be booked by calling Mansfield District Hospital on 5775 8800, 24 hours a day.
- Once tested they must self isolate and if they can't rent separate accommodation they are required to leave. Advice can also be obtained from the COVID-19 hotline (1800 675 398).
- As we cannot self isolate within the lodge, members must make alternative arrangements or go home.

7.3 Self Isolation for Family Members Awaiting Results

- Members are not required to self isolate if they are sharing a room with someone who is awaiting results IF they do not have symptoms.
- Members should consider going home or make provisions to self-isolate elsewhere.
- The Lodge Manager will as soon as practical inform all members in the lodge of the risk of infection and that a person in the lodge has undergone a COVID-19 test
- Where members cannot reasonably return home and cannot book alternative accommodation, the RMB will endeavour to assist these members. This might include supporting the member to book alternative self-contained accommodation.

7.4 Infection confirmed positive

If there is a positive case, the lodge will close and all members must return home. The lodge will close for a period of time for a deep cleaning and will follow the advice of the DHHS regarding reopening.

If a member or guest is found to test positive to COVID-19 the following process will follow:

- The Lodge Manager is to be informed
- The Lodge Manager is to inform the Resort Management Board
- The infected person (and their close/family) are to remain in isolation while arrangements are made to transfer them either home or to appropriate medical care.
- The lodge will work with DHHS and follow directions as required.
- The Lodge Manager will as soon as practical inform all guests in the lodge of the positive test.
- The booking officer will notify members booked for the following periods that the lodge is closed for cleaning, the status of their booking and that they will be advised as to when the lodge might re-open.

7.5 Defibrillator:

If the use of the defibrillator is required:

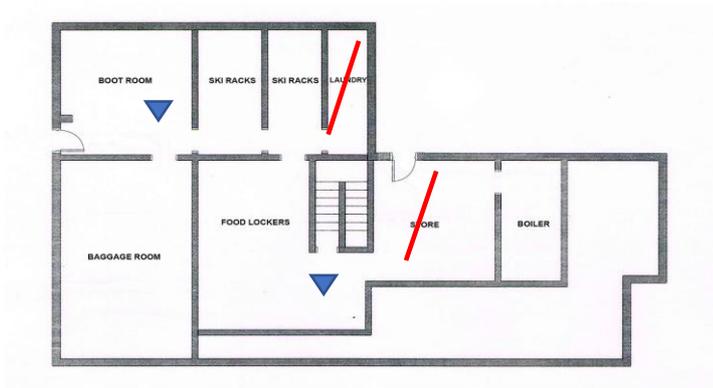
- Full PPE must be worn. This is located next to the defibrillator.

If CPR is required:

- Full PPE must be worn. This is located next to the defibrillator.
- If CPR is required, chest compression only is recommended. Mouth to mouth resuscitation is at the discretion of members involved in the incident

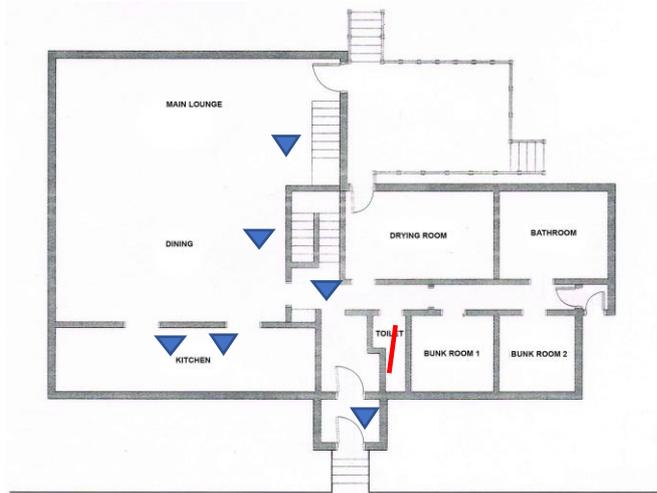
Annexure 1 - Lodge Plans

Basement

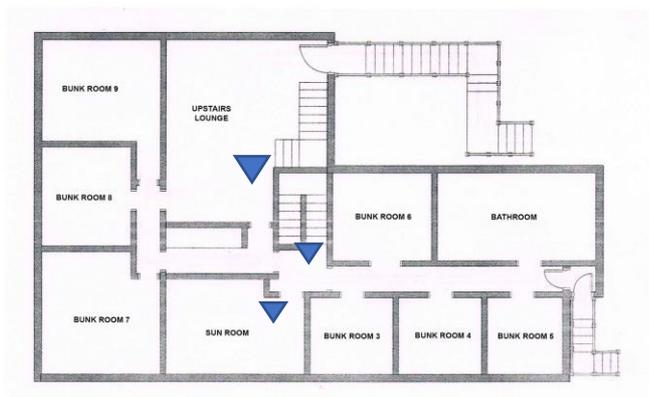


- ▼ Sanitising Station
- / Closed Room

Entry Level



Upper Level



Annexure 2 - Lodge Capacity Tables

The overall maximum is 20 persons set by the government. Our occupancy will vary and will be dependent on the makeup of the bookings we have to fit into bunkroom and bathroom usage guidance.

Bunkroom Occupancy Calculations: MAX occupants is 20

- Separately booked groups must not share bunkrooms at the facility
 - Singles/families who do not live together who travel in a car together to Mt Buller may include a note in their booking stating that they are prepared to share a room (as our booking system does not allow multiple members in the same booking).
- if a bunkroom of the facility has an area of less than 12 square metres, only the following people may be booked to stay in that bunkroom:
 - people who ordinarily live in the same household or are intimate partners; or
 - one person
 - if a bunkroom of the facility has an area of 12 square metres or more only the following people may be booked to stay in that bunkroom:
 - people who ordinarily live in the same household or are intimate partners; or
 - up to 2 people - of the same booked group - who do not ordinarily live in the same household, and one additional person - of the same booked group - per additional 4 square metres beyond 12 sqm

Space	Area	Family	Cohabiting partners	Singles	Notes
Bunkroom 1	9 sqm	4	2	1	Share downstairs bathroom guidance is: <ul style="list-style-type: none"> • max 8 people in two rooms if all one family that normally cohabitates • max 4 people between both rooms
Bunkroom 2	9sqm	4	2	1	
Bunkroom 3	9sqm	4	2	1	Share upstairs bathroom guidance is: <ul style="list-style-type: none"> • 8 people max in 2 rooms only
Bunkroom 4	9sqm	4	2	1	
Bunkroom 5	9sqm	4	2	1	
Bunkrooms 6	9sqm	4	2	2	
Bunkroom 7	16 sqm	7	2	2	<ul style="list-style-type: none"> • 7 people max if all one family that normally cohabitates • 3 people max that are all family members (who do not reside together) who have indicated in their bookings that they agree to share with the other members of their family and are travelling to Mt Buller in the one vehicle • 2 people max who travel in a car together to Mt Buller and include a note in their booking stating that they are prepared to share a room. • 1 person max for individual booking
Bunkroom 8	9 sqm	4	2	1	
Bunkroom 9	11sqm	4	2	1	

'Density Quotient' or all the lodge spaces based on 4sqm per person as follows:

Area	Size	SQM	Capacity
Kitchen	2.5m x 9.25m Less .8m x .8m x x 2m	21 sqm	6
Lounge/dining/bar	9.3m x 10.5m Coffee Nib 2.3m x 4.6m	108 sqm	20
Sunroom	6.7m x 4.5 + nib 2 x 4.7	30 sqm	7
TV Room	3.1m x 5.6m + Door nib 1 sqm	18 sqm	4
Entry 1	2.13m x 2m`	4 sqm	1
Enrty 2 + hallway	3.1m x 2.13m + 5.6m x 1.2m	13 sqm	3
Hallway – lower bunkrooms	4.45m x 1.2m	5 sqm	1
Downstairs Bathroom	1.8m x 1.4m .+ 9m x .8m + 1m x 4.25m	7 sqm	1
Stairs to Level 1	4.45m x 1.2m x 2	11 sqm	2
Hall to bunkroom 9	3.7m x 1m	3.7 sqm	1

Hall food cupboard + landing	6.3m x 1.8m = 1.5m x 1.72m	14 sqm	3
Hall to bunkrooms 3 - 6	7.95m x 1.2m	9 sqm	2
Upstairs Bathroom	6.65m x 2.9	19 sqm	4
Stairs to basement	3.1m x .85m x 2	6 sqm	1
Storage Room	3.83m x 4.1m x 4.1m	15.7 sqm	3
Food Storage Locker Area	2.8m x 4.9 m	13 sqm	3
Ski storage area	2.2m x 3.7m x 2	16 sqm	4
Drying room	3.2 m x 4.5 m	14 sqm	3
Ski Entry room	5.3m x 4.15m	22 sqm	5
Laundry	1.7m x 5.3m	8 sqm	2
Baggage area	7.8m x 1.3m + .85m x 3.25 + 1.9m x 1m x 2	21 sqm	5
TOTAL SQM		383 sqm	88

Annexure 3 - Lodge Registration and Induction Document

APIRA SKI CLUB

LODGE REGISTRATION AND INDUCTION RECORD

NAME	CONTACT NO	DATE & TIME IN	DATE & TIME OUT	BUNKROOM ASSIGNED	SIGNATURE: I have been inducted and have read and understood the APIRA COVID-19 Safe Plan and will abide by it. Parent or guardian to sign for minors and ensure they understand and comply with the plan.

Annexure 4 - COVID Safe Signage

Appropriate Covid Safe signage, as per Government Guidelines, will be displayed throughout the lodge
This will include room capacity, hand washing and sanitising and social distancing.

Annexure 5 – PPE and Handling a Covid Case

Gloves will be located throughout the lodge for members to use when undertaking cleaning duties.

If a Covid Case is suspected a PPE kit is located next to the defibrillator on the entry level opposite the drying room. The kit contains the following items which must be used when dealing with the case. It may be required for other emergencies as well.

- Gown
- Eye protection
- N95 Mask (orange mask for worker)
- Surgical Masks (for the sufferer)
- Gloves (2 pairs)
- Sanitiser

If approached by a person who is unwell and whom you think may have COVID-19 the following procedure must be followed:

1. Get the PPE kit
2. Hand the member the blue surgical face mask to wear before doing anything else.
3. Remove your watch, ring, jewellery and items with sharp edges
4. Sanitise your hands
5. Put on the orange mask 95 and eye shield
6. Put on two pairs of gloves

When removing PPE gear after an incident sanitise hands before commencing.

1. Go to the Guest Toilet to derobe.
2. Have another member put a rubbish bag on the floor before you go. This is to dispose of used items
Remove outer gloves. Dispose of gloves in the bag on the floor. Inner gloves to remain on.
3. Sanitise inner gloves for first time.
4. Carefully remove the gown and place in bag on floor
5. Sanitise inner gloves for a second time.
6. Remove eye protection by arms of the eyewear. Wash with soap and water as can be re-used
7. Sanitise inner gloves for a third time.
8. Remove mask from behind the head by grasping the straps and pulling them up above the head and forward to remove mask.
9. Do not touch the front of the mask, as it is to be considered contaminated.
Dispose into bag.
10. Sanitise inner gloves again and remove gloves carefully and place in bag
11. Sanitise hands. Double bag contaminates and throw away



Annexure 6 - Cleaning Guidelines, Rosters and Checklists

As per Government Guidelines

Annexure 7 – Cleaning Products

- Bleach and water in sprayers
- Hand sanitiser with an alcohol content of between 60 and 80%

Cleaning and disinfecting to reduce COVID-19 transmission

Building and construction sites 4 April 2020

Purpose

The current outbreak of coronavirus (COVID-19) has been declared a pandemic. The Victorian government is working with health services, agencies and businesses to keep the Victorian community safe.

As more people are diagnosed with coronavirus (COVID-19), practicing good personal hygiene will be critical to help prevent the spread of this disease. It will also be important to clean and disinfect premises, including non-healthcare settings, where cases worked or studied.

This guide aims to provide advice on cleaning and disinfecting to reduce the risk of coronavirus (COVID-19) transmission in building and construction sites. Note that this advice applies to all non-healthcare settings in Victoria. The principles in this guide apply equally to domestic settings, office buildings, small retail businesses, social venues and all other non-healthcare settings.

How coronavirus (COVID-19) is transmitted

- Coronavirus (COVID-19) spreads through close contact with an infected person and is typically transmitted via respiratory droplets (produced when an infected person coughs or sneezes). It may also be possible for a person to acquire the disease by touching a surface or object that has the virus on it and then touching their own mouth, nose or eyes, but this is not thought to be the main way that the virus is spreading in this pandemic.
- Current evidence suggests the virus causing may remain viable on surfaces for many hours and potentially for some days. The length of time that survives on inanimate surfaces will vary depending on factors such as the amount of contaminated body fluid (e.g. respiratory droplets) present, and environmental temperature and humidity. In general, coronaviruses are unlikely to survive for long once droplets produced by coughing or sneezing dry out.

Cleaning and disinfection

- **Cleaning** means physically removing germs, dirt and organic matter from surfaces. Cleaning alone does not kill germs, but by reducing the numbers of germs on surfaces, cleaning helps to reduce the risk of spreading infection.
- **Disinfection** means using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs that remain on surfaces after cleaning, disinfection further reduces the risk of spreading infection. Cleaning before disinfection is very important as organic matter and dirt can reduce the ability of disinfectants to kill germs.
- Transmission or spread of coronavirus occurs much more commonly through direct contact with respiratory droplets than through contaminated objects and surfaces. The risk of catching coronavirus when cleaning is substantially lower than any risk from being face-to-face without appropriate personal protective equipment with a confirmed case of coronavirus (COVID-19) who may be coughing or sneezing.

Importance of cleaning your hands regularly

- Soap and water should be used for hand hygiene when hands are visibly soiled. Use an alcohol-based hand rub at other times (for example, when hands have been contaminated from contact with environmental surfaces).
- Cleaning hands also helps to reduce contamination of surfaces and objects that may be touched by other people.
- Avoid touching your face, especially their mouth, nose, and eyes when cleaning.
- Always wash your hands with soap and water or use alcohol-based hand rub before putting on and after removing gloves used for cleaning.

Cleaning and disinfection

Routine cleaning and disinfection

Workplaces should routinely (at least daily) clean frequently touched surfaces (for example, tabletops, door handles, light switches, desks, toilets, taps, TV remotes, kitchen surfaces, cupboard handles and other equipment and materials relevant to construction and building sites). Also, clean surfaces and fittings when visibly soiled and immediately after any spillage. Where available, a disinfectant may be used following thorough cleaning. See below for [choice, preparation and use of disinfectants](#).

What to clean and disinfect and when

Clean and disinfect all areas (for example, offices, bathrooms and common areas) that were used by the suspected or confirmed case of coronavirus (COVID-19). Close off the affected area before cleaning and disinfection. Open outside doors and windows to increase air circulation and then commence cleaning and disinfection.

The department will notify employers when a worker has been diagnosed with coronavirus (COVID-19) and has been infectious while on a building and construction site. The department will advise if cleaning and disinfection is required. It is the responsibility of employers to apply the principles in this document to conduct relevant cleaning and disinfection.

How to clean and disinfect

1. Wear gloves when cleaning and disinfecting. Gloves should be discarded after each clean. If it is necessary to use reusable gloves, gloves should only be used for coronavirus (COVID-19) related cleaning and disinfection and should not be used for other purposes. Wash reusable gloves with soap and water after use and leave to dry. Clean hands immediately after removing gloves.
2. Thoroughly clean surfaces using detergent (soap) and water.
3. Apply disinfectant to surfaces using disposable paper towel or a disposable cloth. If non-disposable cloths are used, ensure they are laundered and dried before reusing.
4. Ensure surfaces remain wet for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes.
A one-step detergent/disinfectant product may be used as long as the manufacturer's instructions are followed regarding dilution, use and contact times for disinfection (that is, how long the product must remain on the surface to ensure disinfection takes place).

Cleaning and disinfection of items that cannot withstand bleach

Soft furnishings or fabric covered items (for example, fabric covered chairs or car seats) that cannot withstand the use of bleach or other disinfectants or be washed in a washing machine, should be cleaned with warm water and detergent to remove any soil or dirt then steam cleaned. Use steam cleaners that release steam under pressure to ensure appropriate disinfection.

Use of personal protective equipment (PPE) when cleaning

Gloves are recommended when cleaning and disinfecting. Use of eye protection, masks and gowns is not required when undertaking routine cleaning.

Environmental cleaning and disinfection for COVID-19: Non-health care settings 2

Always follow the manufacturer's advice regarding use of PPE when using disinfectants.

For cleaning and disinfection for suspected and confirmed cases, when available, a surgical mask and eye protection may provide a barrier against inadvertently touching your face with contaminated hands and fingers, whether gloved or not.

For cleaning and disinfection for suspected and confirmed cases, wear a full-length disposable gown in addition to the surgical mask, eye protection and gloves if there is visible contamination with respiratory secretions or other body fluid. Get advice from your work health and safety consultants on correct procedures for wearing PPE.

Choice, preparation and use of disinfectants

- Where possible, use a disinfectant for which the manufacturer claims antiviral activity (meaning it can kill viruses). Chlorine-based (bleach) disinfectants are one product that is commonly used. Other options include common household disinfectants or alcohol solutions with at least 70% alcohol (for example, methylated spirits).
- Follow the manufacturer's instructions for appropriate dilution and use. Table 1 below provides dilution instructions when using bleach solutions.

Preparation of bleach solutions

Household bleach comes in a variety of strengths of the active ingredient (sodium hypochlorite) and you can find this information on the product label often listed as available chlorine.

Table 1. Recipes to achieve a 1,000ppm bleach solution

Original strength of bleach (available chlorine)	Disinfectant recipe to make up 1 litre of bleach solution. In a bucket, place the volume of water required and gently add the measured volume of bleach.	
%	Volume of bleach	Volume of water
1	100ml	900ml
2	50ml	950ml
3	33ml	967ml
4	25ml	975ml
5	20ml	980ml

For other concentrations of chlorine-based sanitisers not listed in the table above, a dilutions calculator can be found on the [department's website](https://www2.health.vic.gov.au/public-health/infectious-diseases/infection-control-guidelines/chlorine-dilutions-calculator) <<https://www2.health.vic.gov.au/public-health/infectious-diseases/infection-control-guidelines/chlorine-dilutions-calculator>>.

Management of linen, crockery and cutlery

If items can be laundered, lauder them in accordance with the manufacturer's instructions using the warmest setting possible. Dry items completely. Do not shake dirty laundry as this may disperse the virus through the air.

Wash crockery and cutlery in a dishwasher on the highest setting possible. If a dishwasher is not available, hand wash in hot soapy water.

Reducing the risk of transmission in social contact settings

Social contact settings or environments include (but are not limited to), transport vehicles, shopping centres and private businesses.

To reduce the risk of spreading coronavirus (COVID-19) in these settings: • Promote cough etiquette and respiratory hygiene.

Environmental cleaning and disinfection for COVID-19: Non-health care settings 3

- Routinely clean frequently touched hard surfaces with detergent/disinfectant solution/wipe.
- Provide adequate alcohol-based hand rub for staff and consumers to use. Alcohol-based hand rub stations should be available, especially in areas where food is on display and frequent touching of produce occurs.
- Train staff on use of alcohol-based hand rub.
- Consider signs to ask shoppers to only touch what they intend to purchase.

Vehicle air-conditioning should be set to fresh air