

APIRA SUMMER 2020-21 COVID Safe Lodge Operations

Lodge Manager responsibilities

For each **Work Party** or **member booking** a member must perform the role of Lodge Manager. For Work Parties this could be the Work Party Leader or another member assigned to the role. Work Parties will need to manage kitchen use and meal serving to ensure there is no buffet/self-serve style meals.

1. Prior to arrival

- The Lodge Manager must review and understand the “**APIRA Ski Club Covid-19 Safe Operating Plan**” and ensure the attendees can be accommodated in accordance with the restrictions. If you have any concerns or require any clarifications regarding implementing the Covid Safe Plan requirements please contact either of the following: John Edgar – 0408294101, Wendy Magee – 0417 522 672
- Ensure all people attending the lodge understand there is no bedding/pillow provided and they will need to bring their sheets and pillowcases as well as pillow and doona/blanket/sleeping bag.
- The lodge is set up with procedures and signs for winter use – please leave these in place – You can use areas that are not in use in winter (guest bathroom, laundry) but you must ensure that these are cleaned and disinfected after use.

2. On Arrival

- The Lodge Manager will open the lodge in accordance with the Lodge Opening and Closing instructions.
- Allocate bunkrooms to all people in the booking in accordance with the Covid-19 rules – in particular:
 - Max occupancy is 20 people.
 - Only people who ordinarily live in the same household can share a bunkroom.
 - Depending on group size, try to lock off areas of the lodge where possible to reduce cleaning and disinfecting requirements – e.g use ensuite rooms and lock off downstairs and upstairs rooms and bathrooms. Consider not using sunroom and/or TV room. Consider not using bar fridges and bar glasswasher.
- Allocate Covid duties to everyone – if group is small some may need to do multiple duties (locking off areas of the lodge where possible will help to minimize cleaning and disinfection requirements).
- In Laundry mix up 5Li of bleach solution and decant into spray bottles (all on sink in laundry with instructions on mixing container).
- Place bleach spray bottles around the lodge as required – kitchen, common areas, communal bathrooms, ensuite bathrooms. Buckets/chux wipes and detergent are already placed around the lodge. Note no Bleach in bunkrooms – only the IPA wipes should be used on the new mattress protectors and can be used to disinfect other surfaces.
- The Winter Covid Plan has the laundry and guest toilet not in use – if you use these areas then you **MUST** ensure they are cleaned and disinfected. The winter plan has Isopropyl Alcohol (IPA) wipes in each bunkroom to be used for wiping and disinfecting the new mattress protectors and other bunkroom surfaces (**Bleach solution should NOT be used on the mattress protectors**) For summer operation, as the IPA wipes can dry out once open, we have 1 -2 canisters of IPA wipes in the dining room under the medicine cabinet for everyone to use – if they run out, additional canisters are in the laundry.

3. As People Arrive

- Induct everyone (if possible you can induct everyone in one session if timing permits – Wendy Magee may be at Mt Buller to assist). Ensure that everyone is advised where the IPA wipes are (as above) for use on mattress protectors and bunkroom surfaces.
- Have everyone complete and sign the Registration and induction log book.
- Conduct daily health check on everyone and complete the details in the log book.

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4. Daily

- Conduct daily health check and complete the details in the log book.
- Ensure daily duties have been done – Duty 11 dishwasher and bar glasswasher, Duty 15 rubbish, Duty 38 high touch point cleaning – complete the daily log for duty 38.
- Ensure kitchen and lounge/bar/dining area cleaning and disinfecting is done after use.

5. Prior to departure

- Ensure all duties are completed and logged in the cleaning register and the completed cleaning register is added to the folder with previous registers.
- Remind everyone where the IPA wipes are (as above) for use on mattress protectors and bunkroom surfaces.
- **It is particularly important to ensure** that the kitchen, lounge/bar/dining area and any common areas used and high touch point cleaning and disinfecting is done prior to departure so the lodge is ready for the next booking.
- Ensure everyone signs out including date/time.
- Disinfect used pens with bleach solution, dry with paper towel and place them in the sanitized pens container.
- Collect and empty all bleach spray bottles and return them to the laundry.
- Empty any remaining bleach solution in the container. **NOTE: once mixed the bleach solution has a limited lifespan to be effective hence it is discarded and a new batch mixed for the next booking.**
- Close all windows. Duty cards advise people to leave windows open when they are doing their room duty. Leaving windows open for as long as possible to air out rooms is encouraged.

6. On Departure

- The Lodge Manager will close the lodge in accordance with the Lodge Opening and Closing instructions.

If you run out of sign in sheets, daily health check sheets or cleaning registers, they can be found on the lodge computer here: [Dropbox\Apira lodge can access this folder\Covid-19\PDF Files](#) so you can print more.

What	Filename
Sign in sheet	sign in sheet.pdf
Daily health check sheet	daily health check sheet.pdf
High touch point cleaning register	Duty 38 HIGH TOUCH POINT Cleaning Register.pdf
Cleaning register	Cleaning Register.pdf