

COVID-19 SAFETY PLAN

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Approval date:	1st June 2020	Written by:	Melle Zwerver

Introduction

Camp Clayton is an accommodation, conference, and activity facility providing group accommodation and recreational facilities for general hire to the public. The health and safety of staff and clients are a high priority. The COVID-19 Safety plan has been developed to ensure the best industrial practices to keep the workplace safe during the COVID-19 pandemic.

Risk Management

To identify and to manage the risk of the transmission of COVID-19 between staff and clients at Camp Clayton the following steps have been taken:

- Infectious disease policy adopted preventing unwell people to come to Camp Clayton:
 - [Completed 14th March 2020](#)
- COVID-19 included in Camp Clayton Risk Register:
- On-going workplace consultation to control risks of COVID-19
 - [All staff online COVID-19 training completed 1st June 2020](#)
 - [Consider downloading the COVID-19Safe app](#)
 - [Consider having a flu shot](#)
- COVID-19 Screening Form for Staff, Clients and Visitors
- Monthly review of COVID-19 Safety Plan
 - [Ensure current and best industrial practices](#)
 - [Review current controls and safety measures](#)
 - [Adequate and appropriate signage](#)
- Daily temperature checks using hand held digital thermometers of staff

Hygiene practices

The following hygiene measures are to be complied with to ensure to reduce the risk of the spread of COVID-19 around Camp Clayton :

- Staff and clients clearly instructed not to come to work if unwell, even if feel fit to work
- Managers and supervisors are to model the correct behaviours, “soldiering on’ to be strongly discouraged
- Use of non-contact greetings
- Good handwashing practices by all staff and clients
 - Prior to entering and leaving office
 - After using the kitchenette, bathroom and before food handling
 - Hand washing & sanitising stations and tissues readily available
- Good personal hygiene practices by all (incl. washing clothes)
- Clean and disinfect surfaces and shared equipment (eg. Computer key boards, photocopier, vehicles, tools)
- No spitting on site and cigarette butts to be placed in appropriate bins
- Activities in accordance with best practice as outlined by OCA :
 - No sharing of activity equipment and/or cleaning between participants or session
 - Limiting groups sizes during activities
- No sharing of personal belongings by staff or clients
- Closed and touch free bins are preferred option
- When providing personal or first aid care use appropriate PPE
- Excellent housekeeping through:
 - Clean up after usage
 - Place rubbish in bins provided
 - Avoid putting personal items such as phones on meal surfaces
 - Adequate detergent and disinfectant products available
- Encouragement of electronic payments
- Dining in and service to be done in accordance with best practice for Hospitality standards:
 - Social distance between tables
 - No condiments left on tables, all serves of condiments should be disposable and not store or disseminated from a common container
 - Cutlery and cups are not to be disseminated from a common container, and to be washed using a commercial dishwasher only
 - No buffets or shared ‘serve yourself’ section
 - No open food displays or food on display meant for consumption
 - No communal water or coffee station

Cleaning Practices

The following cleaning and hygiene safety measures are to be complied with to ensure to reduce the risk of the spread of COVID-19 around Camp Clayton:

- **Cleaning practices**
 - 2-Step or 2-in-1 clean to be used when cleaning
 - Staff and client personal property brought to site is to be clean (eg. Car keys, mobile phones)
 - High traffic areas are to be cleaned frequently and systematically (eg. Reception door, dining room doors)
 - Frequent, regular or prior to use cleaning of shared equipment (eg. Phones, photocopier, vehicles, tools)
 - Front office Ipad and pens used by clients to be cleaned after each use
 - Vehicles to be cleaned at end of the workday or completion of its usage
 - Accommodation to be cleaned in accordance with best practice for Hospitality standards (eg. Minimum PPE)
 - Dining in and service to be done in accordance with best practice for Hospitality standards: - Cleaning between each service/sitting
 - Cleaning staff to wear gloves and glasses when cleaning and ensure they wash their hands thoroughly before and after wearing gloves
 - Activity Equipment to be cleaned in accordance with best practice for Outdoor Council of Australia

- **Cleaning supplies**
 - Detergent, either as a solution that can be mixed with water, or as wipes
 - A 2-in-1 detergent and disinfectant solution, or wipes
 - Ensure Safety Data Sheets are available and read for cleaning products
 - PPE available for cleaning staff and clients

- **Cleaning equipment and Hygiene facilities**
 - Check all hand washing or hand sanitising stations are adequately stocked
 - Ensure detergent and 2-in-1 detergent and disinfectant solution is readily available
 - Cleaning staff to wear gloves and glasses when cleaning and ensure they wash their hands thoroughly before and after wearing gloves

- **Client cleaning responsibilities**
 - Client is responsible for the sanitising of tables and chairs on completion of each meal, ready for next use
 - Client is responsible for sanitising of all camp equipment on the completion of camp, ready for next use

Physical Distancing

The following physical distancing measurements are to be complied with to ensure the reduction of the risk of the spread of COVID-19:

- Current office spacing of desks are not to be changed, as they comply with 1.5m social distancing
- Contractors attending Camp Clayton are to be screened and social distancing requirements are to be clearly communicated and strictly to be complied with
- In accordance with the 2 square meters recommendation, the maximum amount people and staff only areas are to be clearly displayed
- Clear signage and physical barriers to ensure 1.5m distancing front office
- Clear signage and physical barriers to ensure 1.5m distancing dining room servery
- Dining room configuration to ensure 1.5m distancing between tables
- Clear signage common areas to encourage social distancing
- Seminar room configuration to ensure 1.5m distancing between attendees
- Contactless deliveries where possible
- Staff to minimise contact with other staff and clients where possible
- Clients to minimise contact with other client groups
- Clients to restrict entry to only there accommodation room

Communication

The ensure clear communication between Camp Clayton staff and its clients the following measurements are to be complied with to ensure the reduction of the risk of the spread of COVID-19:

- Clear signage is to be displayed on site in relation to:
 - Entry restrictions
 - Practicing good hygiene
 - Washing hands
 - 1.5 social distancing
 - Safe work practices
 - Not sharing personal belongings
- Entry screening application forms to be completed by all staff, clients, and contractors
- Clients and Contractors attending Camp Clayton are to complete screening form and provide contact details
- Staff Training about not coming to work when unwell, soldiering on, safe and hygienic work practices
- Regular and automatic communication with staff to remind of safety measures and enable staff to efficiently raise issues
- COVID-19 safety measures to be incorporated in Standard Operating Procedures for equipment use

Record Keeping

The following records are to be kept of clients attending Camp Clayton to reduce the spread and assist with the tracing of COVID-19:

- Keep you workplace roster up to date on google sheets
- Records of each client and contractor attending Camp Clayton to include screening form and contact details
- Records of each contractor attending Camp Clayton to include screening form and contact details
- Staff work hours to be recorded and client interaction with staff
- COVID-19 training and communication records to be kept
- COVID-19 safety measures to be incorporated in Standard Operating Procedures for equipment used
- COVID-19 sick leave and/or workers compensation to be recorded in accordance with normal procedures

Response to outbreak

The following safety measures and procedures are to be followed upon the suspicion or notification of confirmed COVID-19 case at Camp Clayton:

- Staff, contractors and/or clients are to report any flu-like symptoms to Camp Clayton Management, and are requested to stay away from site if demonstrating such symptoms and to seek advice from health care professional
- Staff, contractors and/or clients who have attended Camp Clayton in the preceding 14-day period and are being tested for COVID-19 are encouraged to notify Camp Clayton Management at the earliest opportunity of this occurring
- Staff, contractors and/or clients are to comply with the direction to self-isolation whilst awaiting the test results and are NOT to return and/or attend Camp Clayton, except if their primary residence is on site. In such situation they are to comply with the self-isolation requirements and are to remain inside such residence till such time a negative result is returned or a COVID-19 free certificate is provided by professional health care professional
- Staff, contractors and/or clients are to notify Camp Clayton Management of the results of that COVID-19 testing
- In the event of a suspected or confirmed COVID-19 case DHHS will contact the individual to identify the close contacts and the casual contacts. If the staff member or client has attended a camp while they were infectious and had close contact with another people, DHHS will contact the camp.
- Upon notification of suspected or confirmed COVID-19 case
 - Camp Clayton Governance Board to be notified of any positive COVID-19 test results or suspected cases
 - Establish and notify any close contacts of suspected or confirmed case and advice to self-isolate and seek advice from health care professional
 - Notify Staff and/or clients of occurrence confirmed and/or suspected case
 - Prevent access to the areas that were used by the suspected or confirmed case as well as any common areas and any known or likely touch points
 - Open outside doors and windows if possible, to increase air circulation of areas
 - Areas to be cleaned thoroughly that were used by the suspected or confirmed case as well as any common areas and any known or likely touch points
 - Prevent access to personal belongings of suspected or confirmed COVID-19 case and only to be handled with appropriate PPE
 - If suspected case is client ensure appropriate people are notified to ensure responsible adult or next of kin is notified, and arrange for test results to be communicated promptly
 - If suspected case is staff member, ensure appropriate support is provided in accordance with recorded next of kin
 - Workers Compensation may be enacted if confirmed case is staff member and established it was contracted whilst at work at Camp Clayton, early notification from to be completed
 - If suspected or confirmed case is staff member arrange for staff members duties and/or obligations to covered/substituted
 - There is no automatic requirement to close the entire site following a suspect or confirmed case of COVID-19. It may be unnecessary if the person has only visited parts of the site or if government health officials advise you the risk of others being exposed are low

Resources / References

The following resources were used to develop this COVID-19 Safety plan:

General

Work Safe COVID-19 Safety Plan Medium Businesses Templates, 2020, Tasmanian Government, accessed on 15th May 2020 at <https://worksafe.tas.gov.au/__data/assets/pdf_file/0011/567722/WorkSafe_COVID-19-Safety-plan_Medium_Businesses_Template.pdf>

Covid-19 Guidance Document for Camps, Australian Camps Association and Christian Venues Association, 2020, version 2

Hospitality

Work Safe COVID-19 Safety Plan Medium Businesses Templates, 2020, Tasmanian Government, accessed on 13th May 2020 at <https://worksafe.tas.gov.au/__data/assets/pdf_file/0009/568548/COVID-Safe-Workplace-Guidelines-Hospitality.pdf>

RCA Restaurant Reopening Best Practice Guidelines May 2020, 2020 Restaurant and Catering Australia, Surry Hills New South Wales, accessed on 13th May 2020 <<http://rca.asn.au/rca/wp-content/uploads/2020/05/RCA-Restaurant-Reopening-Best-Practice-Guidelines-May-2020.pdf>>

Activities

Outdoor Council of Australia (OCA) Framework for rebooting outdoor activities in a COVID-19 environment, 2020 accessed 9th May, 2020 at <<https://www.outdoorcouncil.asn.au/wp-content/uploads/2020/05/OCA-Framework-for-Rebooting-Outdoor-Activities-in-a-COVID-19-Environment-Final.pdf>>

Cleaning

Environmental cleaning and disinfection principles for COVID-19, 2020 Department of Health, Australian Government accessed on 17th May, 2020 at <<https://static1.squarespace.com/static/5906875a4402431ac49f3d88/t/5ebdeeb78687d749bab716c7/1589505725321/CLEANING+environmental-cleaning-and-disinfection-principles.pdf>>

COVID-19 Hospitality Cleaning Guidelines, 2020 Tasmanian Hospitality Association, accessed on 13th May, 2020 at <<https://tha.asn.au/s/CLEANING-Hospitality.docx>>

How to clean and disinfect your workplace, 2020 Safe Work Australia, Australian Government, accessed on 17th May, 2020 on <<https://static1.squarespace.com/static/5906875a4402431ac49f3d88/t/5ebdef9f30f40660aab55460/1589505959595/CLEANING+how-to-clean-disinfect-your-workplace.pdf>>

Posters

Poster – Do Not Enter This Facility

https://static1.squarespace.com/static/5906875a4402431ac49f3d88/t/5ebdec9f5c7d92109ff544a6/1589505184373/BUSINESS+Stop-Do-Not-Enter-This-Facility_A3-Poster.pdf

Poster – Stop the Spread

https://static1.squarespace.com/static/5906875a4402431ac49f3d88/t/5ebdecf56b504275e59d787a/1589505270354/BUSINESS+Stop-the-Spread-of-Germs_A3-Poster.pdf

<https://static1.squarespace.com/static/5906875a4402431ac49f3d88/t/5ebdf47ccf15517d41597944/1589507198744/HYGIENE+stop-the-spread.pdf>

https://www.coronavirus.tas.gov.au/__data/assets/pdf_file/0027/86760/Protect_Yourself_Protect_Others.pdf

Poster – Handwashing

https://static1.squarespace.com/static/5906875a4402431ac49f3d88/t/5ebdf3af5c7d92109ff66965/1589506992156/HYGIENE+Hand_Washing_Procedure_Fact_Sheet.pdf

https://employsure.com.au/wp-content/uploads/2020/05/Emloysure_Worplace-Ready-Resource-Pack_Hand-Washing-Poster_A3.pdf

Poster - Social Distance

<https://static1.squarespace.com/static/5906875a4402431ac49f3d88/t/5ebdf515e34d655003d96df8/1589507351152/SOCIAL+DISTANCE+keeping-your-distance.pdf>

https://employsure.com.au/wp-content/uploads/2020/05/Emloysure_Worplace-Ready-Resource-Pack_Social-Distancing_A3-Poster.pdf

https://employsure.com.au/wp-content/uploads/2020/05/Emloysure_Worplace-Ready-Resource-Pack_Maximum-Capacity-Room-Sign_A4.pdf

https://employsure.com.au/wp-content/uploads/2020/05/Emloysure_Worplace-Ready-Resource-Pack_Maximum-Capacity-Storefront-Sign_A4.pdf

Poster - COVID Ready

https://coronavirus.tas.gov.au/___data/assets/pdf_file/0026/89342/COVID-business-poster-A4.pdf

Poster - Back to Business Guidelines

https://employsure.com.au/wp-content/uploads/2020/05/Emloysure_Worplace-Ready-Resource-Pack_Back-to-Business-Hygiene-Tips_A3.pdf

ANNEX ' A ' GROUP COVID-19 TEMPLATE

Name of Group:

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

In addition to the above, groups must:

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

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

Name: (Group co-ordinator)

Signed: **Date:**