



Yaraändoo Ski Club Cooperative Limited

ABN 99 229 978 245

Perisher Valley

COVID Safety Management Plan

1 Use and Occupation of Lodge

1.1 Yaraandoo Executive contacts

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1.2 Assistant Lodge Manager (ALM)

Yaraandoo does not have an on-site Lodge Manager and instead operates with volunteer ALMs. The ALM assists with the smooth running of the lodge during their stay. The role of the ALM has always been to:

- supervise the implementation of Yaraandoo's operational plan;
- ensure the necessary records are created and maintained as required by our own processes and standards and by our Crown Lease;
- report to the Yaraandoo Board on its effectiveness in the ALM End-of-Week Report.
- report directly to the Yaraandoo Board of any dispute or other significant issue within the lodge.

The effect of this COVID Safety Management Plan simply extends those duties by way of:

- its additional operational and safety requirements, and
- extended end-of-week ALM reporting.

It is NOT the role of the ALM to resolve disputes or attempt to impose discipline – it is simply one of offering advice, supervision, records capture and reporting.

1.3 General requirements

There are numerous resources issued by government in relation to the COVID pandemic including general hygiene and individual protection. In this regard:

- Practice good hygiene (see websites below for advice)
- When coughing or sneezing, use a tissue to cover your nose and mouth. If you don't have a tissue, cough or sneeze into your elbow. Wash your hands with soap and water.
- Wash down surfaces
- Use alcohol-based hand sanitisers
- If you are sick, stay in your own home
- Social distancing - avoid large gatherings
- Minimise physical contact - keep 1.5 metres away from others

There are sanitizing stations installed strategically around the Lodge to assist members and their guests comply with these requirements as well as advice in relation to cleaning requirements. There are also appropriate cleaning products located in the stores (ask ALM), and in each bathroom.

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

The Club wishes to direct members to the following resources for 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>

1.4 Restrictions on attendance at Yaraandoo Ski Lodge

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

- They are or have been infected with COVID-19 and have not recovered and are clear of the infection (ie 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 COVID-19 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.

1.5 Occupation of Lodge

Due to various government restrictions and guidelines, the use of the 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 (AAOT).
- There will be restrictions as to how internal spaces can be used.
- There will be signs posted in each room of the lodge stating the number of people permitted
- There will be a greater focus on continuous cleaning and hygiene.
- There will be requirements in the event that a member or guest has been infected by COVID-19 previously or is infected whilst staying at Yaraandoo Ski Lodge, or if they display COVID-19 like symptoms.

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

1.6 Numbers using the Lodge

The 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 but this figure can also be used for other communal areas).

The Club is licensed to accommodate no more than 12 persons at any one time. The Table calculations in Appendix B suggest that use of the Lodge cannot get to the authorised maximum number of persons as it would be very difficult to ensure distancing compliance.

However, a higher density of accommodation could be permitted (room by room) – eg members of a single household using the dining room – than the table calculations in Appendix B since members of the same household do not need to social distance between members of that household. There is also the potential to use facilities such as the kitchen and dining areas in "shifts" eg two shifts in the dining area and kitchen.

The Yaraandoo Board will adopt the numbers from the Table calculations in Appendix A as general guidelines recognising that there may be situations where a slightly higher density would be acceptable while ensuring social distancing occurs.

1.7 Special booking arrangements

The following measures will be taken to minimise interaction between departing and incoming Lodge occupants:

- Checkout time for departing lodge users will be by 12noon sharp.
- Incoming lodge users shall not arrive prior to 2pm. The usual practice of allowing incoming users to deposit belongings downstairs prior to their check-in time **will not be permitted** this winter season.

1.8 Lodge Cleaning

Members and guests are responsible for ensuring the Lodge has been cleaned to a high standard as defined in NSW Health advisory publications as this is an important strategy to minimise transmission risk. Not following this directive may lead to the Lodge being shut down.

The checklist in Appendix A provides some guidance on the cleaning approach (this is not exhaustive). Each Assistant Lodge Manager (ALM) will be tasked with supervision of cleaning to reinforce compliance with these requirements. The Board shall address issues of non-compliance following discussion with the ALM re cleaning standards.

1.9 Cleaning Register

A cleaning register has been provided in the common room so that a continuous log of cleaning activities can be recorded daily by the ALM with the assistance of Lodge occupants.

The ALM must send a copy of the completed cleaning register to the Lodge Manager on completion of their stay in addition to the regular end of stay checklist and accommodation register.

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

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

- The infected person must notify the Yaraandoo Board immediately and provide any and all information requested of them without delay.
- The infected person will immediately be isolated and remove themselves from the Lodge to suitable premises/other 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 vacate the premises. All occupants will be advised to self-isolate and undergo testing.
- The NSW Department of Health will be advised of the infection and the Club will follow any direction issued by the Department or its delegate. The Department will be issued with a list of all occupants and their addresses and contact details by the Yaraandoo Board without delay.
- The NPWS will be advised of the infection and the Club will follow any direction issued by the NPWS or its delegate.
- The Lodge Manager will organise a deep clean of the Lodge. No subsequent occupation will be permitted until such cleaning is complete. If more than 7 days has passed since the person with suspected/confirmed COVID-19 visited or used the Club facilities then the Yaraandoo Board may give consideration as to whether a deep clean is necessary in accordance with the [CDC Interim Recommendations for US Community Facilities with Suspected/Confirmed Coronavirus Disease 2019 \(COVID-19\)](#).
- All members of Yaraandoo will be advised that an infection has occurred.

If a person has symptoms of COVID-19 but the infection is not yet confirmed, 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 shall isolate themselves in their allocated bedroom until such time as the COVID-19 test result has been advised. If that person is a minor then their parent or guardian will be responsible for the care of that minor and the parent/guardian shall also isolate themselves with their child.
- Yaraandoo Board 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 as soon as they become known.
- Yaraandoo Board 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 Yaraandoo Board.
- Yaraandoo Board will follow up the guest to confirm the results of the COVID-19 test. If that test is positive, the Club 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.

Appendix A

Risk Management Response and Action Plan

COVID-19 Pandemic Risk

COVID-19 is a very specific risk to the operation of the Lodge. While there are numerous components of the risk (eg risk to health and safety, economic risk, legal risk, regulatory risk, etc) it is the key health and safety risks that is the focus of this analysis.

COVID-19 Action Plan

Strategy	What are the risks/issue	What actions to take
Promoting good hygiene and cleaning protocols within the Lodge to achieve infection prevention and control.		
General	<ul style="list-style-type: none"> Provide tools for people to use to self-check and sanitize. 	<ul style="list-style-type: none"> Forehead thermometer in lodge. Ensure adequate supplies are available
Sanitizers	<ul style="list-style-type: none"> Alcohol-based sanitizers are generally highly flammable – whether liquid or pressure can eg: Glen 20 	<ul style="list-style-type: none"> Take care with their storage and use.
Ski room/entry	<ul style="list-style-type: none"> Contamination when persons enter and touch surfaces, door handles, security lock 	<ul style="list-style-type: none"> Provide hand sanitizer station Twice-daily cleaning/sanitizing COVID safe signs displayed Ensure social spacing & restriction of numbers
Kitchen	<ul style="list-style-type: none"> High risk infection area due to communal cooking situation Contamination when persons enter and touch surfaces, door handles, garbage receptacles, dishwashers, ovens, sinks, shared cutlery, shared pots/pans, microwaves, ovens, Contamination from food preparation Social distancing constraints 	<ul style="list-style-type: none"> Co-ordinated cooking times to ensure social spacing Twice-daily cleaning/sanitizing COVID safe signs displayed Ensure social spacing & restriction of numbers Provide hand sanitizer station All plates, cups, glasses, utensils, etc must be washed after use in the dishwasher using the hottest available wash cycle. All condiments are to be removed. Only salt, pepper and sugar provided. Guests advised to bring their own supplies and remove after their week. Guest food supplies can be stored in the kitchen pantry as usual, so long as different household groups use different shelves. All tea-towels to be removed and only paper towels are used. Provide boxes of disposable gloves. Provide specific guidance on use of the kitchen via signage
Dining room	<ul style="list-style-type: none"> High risk infection area due to communal eating situation Contamination when persons enter and touch surfaces, door handles, heaters, windows, tables, chairs Social distancing constraints 	<ul style="list-style-type: none"> Sanitation stations Ensure social spacing & restriction of numbers Co-ordinated dining times to ensure social spacing Cleaning/sanitizing after every meal COVID safe signs displayed

Strategy	What are the risks/issue	What actions to take
Lounge / Common room	<ul style="list-style-type: none"> • High risk infection area due to communal seating situation • Contamination when persons enter and touch surfaces, door handles, sit on seats • Social distancing constraints 	<ul style="list-style-type: none"> • Keep curtains open during the day to maximise amount of sunlight into the room. • Sanitation stations • Hand washing notices required • Cleaning/sanitizing after every use • COVID safe signs displayed
Bedrooms	<ul style="list-style-type: none"> • Infection transfer by pillows, linen doonas, blankets, heaters, windows 	<ul style="list-style-type: none"> • Keep curtains open during the day to maximise amount of sunlight into the room. • Cleaning/sanitizing after use, with curtains left open upon departure. • Remove lodge blankets. • Occupants must bring their own sleeping bag or additional blanket(s) to suit their requirements. • Club pillows can be used, so long as pillowcases are always used. • The Club will still provide bed sheets, pillowcases, towels and bathmats. These items must be sent to the laundry as usual at the end of each stay. • Club doonas can be used, so long as at the end of stay the doona covers (but <u>not the doona inner</u>) are put through a 30-minute hot cycle of the clothes dryer. • COVID safe signs displayed
Bathrooms	<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"> • Cleaning/sanitizing after use • Hand washing notices required • COVID safe signs displayed
General use areas	<ul style="list-style-type: none"> • Contamination when persons enter and touch surfaces, door handles, heaters, windows • Door handles, railings 	<ul style="list-style-type: none"> • Cleaning/sanitizing after use • Sanitation stations • Hand washing notices required • COVID safe signs displayed
Laundry	<ul style="list-style-type: none"> • Contamination when persons enter and touch surfaces, door handles, sinks, washing machine, dryer, storage, heaters, windows 	<ul style="list-style-type: none"> • Cleaning/sanitizing after every use • Hand washing notices required • COVID safe signs displayed
Drying room	<ul style="list-style-type: none"> • High risk infection area due to communal storage of ski clothes exposed to resort facilities that may be contaminated. • Contamination when persons enter and touch surfaces, door handles, heaters 	<ul style="list-style-type: none"> • Only ski and snow boots are permitted in the drying room, separated by family group. • All other clothing must be stored and dried in bedrooms. • Drying room must be wiped with disinfectant twice-daily. • Remember spray-can disinfectants generally contain alcohol and are highly flammable and NOT to be used in drying room unless by ALM with all electrical appliances within switched off and cooled down with door open.

Appendix B Yaraandoo Ski Lodge

Maximum Room Capacities

Room	Floorspace (m ²)	Max Capacity	Note	Gross area enclosed by interior walls (m ²)	
Kitchen	9	2	Excluding bench space	18.3	Including bench space
Dining Room	7.4	1			
Living Area	42.7	10	Excluding stairs, windows seats & bookcase/cabinet	46.7	Including stairs, windows seats & bookcase/cabinet
Laundry	3.7	1			
Ski Room	9.1	2			
Drying Room	5.2	1			
Change Room	9.5	2	Seated area	13.7	Seated area + entry
Workshop	7.3	1			
Keller	12.7	3			
Bedroom 1	11.8	2	Excluding window seat	15	Including window seat
Bedroom 2	9.4	2	Excluding window seat	12.6	Including window seat
Bedroom 3	7.6	2	Excluding window seat	10.4	Including window seat
Bedroom 4	7.6	2	Excluding window seat	10.4	Including window seat
Bedroom 5	9.4	2	Excluding window seat	12.6	Including window seat
Bedroom 6	11.8	2	Excluding window seat	15	Including window seat
Outdoor deck	16.2	4			

Appendix C Yaraandoo Ski Lodge

Cleaning guidelines to help prevent the spread of COVID-19 based on Federal/State Guidelines, 2020

Method/Approach	Actions
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.
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 sanitizer with at least 70% alcohol.
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
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.
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.
Focus on frequently touched surfaces.	Light switches, doorknobs, and tap handles are just a few of the areas you'll need to disinfect.
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.
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.
Consider vacuum risks	Change vacuum filters every vacuum cycle.

General Cleaning Checklist for Lodge Areas

Area	Items to Clean/disinfect	
General	Doorknobs/surfaces Cleaning appliances: Fans and lamp chains Garbage and recycling bins Hairdryers Hanging space Ironing boards and irons Keys/keypads	Laundry – sinks, washers, storage Light switches Railings Tabletops Thermostats/heaters Window sills and window handles Vacuum cleaners Washer/dryer units
Kitchen	All utensils, appliances, pots/pans, etc Cabinet handles and pulls Doorknobs Dishwashers Condiments: oil, salt and pepper shakers, commonly used spices and containers, etc.	Kitchenware that isn't dishwasher safe Sinks, benchtops Ovens/microwaves Fridges – handles, internal areas Window sills and window handles
Bathrooms	Shower curtains/doors Showers and tubs Sinks	Tap handles and spouts Toilets Window sills and window handles
Dining	Doorknobs Railings Lamp chains/switches Light switches/pulls	Railings Tabletops/seats Window sills and window handles
Lounge	Doorknobs Railings Lamp chains/switches Light switches/pulls	Lounges especially arm rests Railings Tabletops Window sills and window handles
Bedrooms	Hangers and luggage racks Bedheads/foot Nightstands/side tables	Cupboards/dressers Bedding: doona covers through hot dryer, linen to laundry Window sills and window handles