Shortland Alpine Club Co-operative Limited

Mulubinba Lodge

COVID-19 SAFETY PLAN

Version 2.2

2021 EDITION

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1. GENERAL

1.1 COVID-19 Safety Plan – Duration

This Safety Plan is applicable at the time of preparation and is subject to review and possible change in the event of increased or easing of Government restrictions, new advice and / or in the event of an outbreak or infection occurring in the local community and / or at Mulubinba Lodge and will be in force for such time that Government Restrictions continue to apply and rescinded by Shortland Alpine Club Cooperative Limited.

COVID-19 Safety Plan Review Schedule

Review Date	Version	Author/s	Comments
4/07/2020	V 1.1	John Stuckey	Initial Draft for Review
9/07/2020	V 1.2	John Stuckey	Review by COVID-19 Subcommittee
18/07/2020	V 1.3	John Stuckey & Bob Towers	2nd Review by COVID-19 Subcommittee
22/07/2020	V1.4	John Stuckey & Bob Towers	Final Draft for Submission to Board
26/07/2020	V1.5	John Stuckey	Final Draft following Board's review
2/02/2021	V2.1	John Stuckey	2021 Draft following relaxation of Regulations
14/02/2021	V2.2	John Stuckey	2021 Final following relaxation of Regulations

1.2 Background

This Shortland Alpine Club Cooperative Limited COVID-19 Safety Plan has been developed by the Board with guidance from SLOPES and Federal and State Health Authorities as a response to reduce the risks associated with the 2020 Coronavirus Pandemic to members and guests staying at Mulubinba Lodge having consideration of the layout and facilities at Mulubinba Lodge.

The intent of this plan is to mitigate the risk of infection or transmission: to members and their guests, together with staff, contractors or volunteers associated with any organisation that provides a service to, or for Mulubinba Lodge; of the coronavirus (SARS-CoV-2) that causes the COVID-19 infection.

If you choose to stay at Mulubinba Lodge from July 2020 it will be different to what we are all used to. Staying at Mulubinba Lodge is conditional on all members and guests having read and familiarising yourself with this plan, so you are aware of additional measures that Shortland Alpine Club has put in place and what your responsibilities are. We will also be asking members and their guests to acknowledge this plan and sign a waiver, so please make sure that you are comfortable with signing up to, and complying with, the limitations and additional requirements.

Coronavirus and COVID-19 Fast Facts:

- The coronavirus (SARS-CoV-2) that causes the COVID-19 infection may be deadly to those who catch it, particularly the elderly and / or persons with an underlying medical condition;
- The coronavirus is highly contagious;
- The most likely way you will catch the virus is by breathing in micro-droplets from a person nearby to you who has released it by sneezing, coughing or just breathing out and is a carrier of the infection;
- You can, however, also catch it via the hand-to-face pathway - touching a surface where viable virus material is present, then touching your mouth, nose or eyes;
- The coronavirus is a respiratory virus and therefore infects the respiratory system; it is not a gastrointestinal virus. There is no evidence you get a respiratory coronavirus infection from eating infected food or drink;
- Cooking will inactivate the virus;
- Viruses do not "live" or grow outside of their host, they merely exist until they are able to infect their next host or are destroyed / damaged by the environment they are in; including sanitisation;
- The spread of COVID-19 is highest from people with symptoms; and
- The spread of COVID-19 before symptoms appears to be less common.

Coronaviruses can survive on surfaces for between hours and days. It depends on the type of surface, the temperature and the humidity. Therefore, we need people to focus on personal hygiene measures. Washing your hands properly and frequently and not touching your face are key elements to staying safe.

Washing your hands with soap or alcohol based sanitising formula when returning to the lodge after being out, before and frequently when preparing food and handling food packaging and after touching surfaces will eliminate or minimise the risk of contamination and getting an infection.

1.3 Further Information

The Board guides members and guests to the following link for additional information:

- *https://www.health.nsw.gov.au/Infectious/covid-19/Pages/default.aspx*

2 USE AND OCCUPATION OF MULUBINBA LODGE

2.1 General Requirements

There are numerous resources issued by governments in relation to the COVID-19 Pandemic including general hygiene and individual protection (see links to websites above).

General Practices include:

- Practice good hygiene;
  - Wash your hands with soap and water for in excess of 20 seconds or use alcohol-based hand sanitisers when handwashing facilities are not available. This includes before and after eating and after using the toilet;
  - Cover your mouth when coughing and sneezing with the inside of one of your elbows or with a tissue and dispose of the tissue immediately and wash hands immediately;
  - Avoid touching your eyes, nose and mouth with your hands;
  - Clean and sanitise frequently after touching surfaces; and
  - If you are sick stay home (Self Isolate).
- Practice physical distancing;
  - Keep 1.5 metres away from other people who do not normally reside with you;
  - Avoid physical greetings such as handshaking, hugs and kisses;
  - Use 'tap and go' instead of cash where possible;
  - Practise extra care if you are using public transport;
  - Avoid crowds – if you see a crowded space do not enter;
  - Avoid large public gatherings; and
  - Stay at home if you have any cold or flu symptoms. Seek medical advice and get tested for COVID-19;
- Follow the limits for public gatherings – Refer NSW Health for latest guidelines; and
- Understand how to isolate if you need to.

2.2 At Mulubinba Lodge

There are sanitising 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 provided throughout the Lodge.

Facemasks are provided only for the circumstance should suspicions or confirmation of an infection arise. For those who have concerns generally in public or in crowds, or are over the age of 70, are to provide their own facemasks or any other Personal Protective Equipment.

There are posters strategically placed around Mulubinba Lodge. Some of these are reminders of good practices and some are instructions. For your own safety, and the safety of others, do not ignore the posters. Refer to the following appendices, which must be adhered to, that form part of this Safety Plan.

APPENDIX A – COVID-19 RISK MANAGEMENT PLAN which includes the Shortland Alpine Cub COVID-19 Pandemic RISK POLICY STATEMENT, the COVID-19 Action Plan, together with the Risk Assessment.

APPENDIX B - MULUBINBA LODGE CLEANING GUIDELINES which outlines the COVID-19 safety requirements for each section of the lodge. While these are subject to change, all members and their guest must familiarise themselves with these requirements and accept what is expected to maintain Mulubinba Lodge in a safe and healthy environment during their period of accommodation prior to signing the Liability Waiver and confirming their Accommodation Booking Request.

2.3 Restrictions on Attendance at Mulubinba Lodge

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

- They are / or have been infected with COVID19 and have not recovered and are not clear of the infection i.e. have not tested COVID-19 negative; OR
- 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; OR
- They have visited people or properties in any proclaimed Hot-spot within 14 days prior to visiting the Lodge and have not been through the required quarantine / isolation period and have not tested negative for COVID-19; OR

- They are subject to a quarantine notice, self-isolation notice or similar; OR
- 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); OR
- They are unwell and / or are showing symptoms of COVID-19 and have not tested negative or those test results are not yet available; OR
- They are over the age of 18 years and not signed the Shortland Alpine Club Cooperative Limited Waiver Of Liability.

2.4 Occupation of Mulubinba Lodge

Due to various Government restrictions and guidelines, the use of the Mulubinba Lodge during the COVID-19 Pandemic has changed in the following ways:

- There may be restrictions on the number of people using the Lodge at any one time;
- There are restrictions as to how internal spaces can be used;
- There is a greater focus on continuous cleaning and hygiene;
- There are requirements if a member or guest is suspected to be infected with COVID-19 or if they display COVID-19 like symptoms whilst at the Lodge; and
- There are requirements in the event that a member or guest is found to be infected with COVID-19 within 14 days after being at the lodge.

The Club's response to each of these is set out on the following sub-clauses.

2.4.1 Numbers using the Lodge

Mulubinba lodge is licensed to accommodate no more than 24 persons over the age of five years at any one time and with the recently relaxed conditions by Governments from only one person occupying 4 square metres to 2 square metres, the following are now applicable:.

2.4.1 (a) There will be one room retained as an Isolation Room. See 2.4.3. Accordingly, the lodge can accommodate a maximum of 22 persons over 5 years of age

2.4.1 (b) Lodge Captains cannot allow or authorise room allocation changes.

2.4.1 (c) Under no circumstances will door-stop bookings be accepted.

IT IS IMPERATIVE THAT UNALLOCATED BEDROOMS NOT BE USED UNLESS AUTHORISED BY THE BOOKING OFFICER.

2.4.1 (d) NSW Government authorities currently recommend that businesses have a minimum of 2 square metres for each person in indoor areas such as the communal areas of Lodges.

With the social distancing of 1.5m being observed the two lounge-rooms and dining room can accommodate the complement of 22 persons.

2.4.1 (e) The Drying Room, Laundry, Ski Storage areas (ground floor lockers and Loft) as well as the Wood Room and Work Room are limited to only one person at a time unless accompanied by a family member.

2.4.2 Drying Room

Only boots, socks and gloves are allowed to be left in the drying room. These are only to be placed on the Wall Pegs.

No clothing is to be hung or left in the drying room to avoid facial contact and cross contamination. All coat hangers have been removed from the drying room and distributed into the bedrooms.

Only one person is to enter the drying room at any one time; unless accompanied by a family member.

2.4.3 Isolation Bedroom

There will be one bedroom allocated to be left vacant, until further notice, as a Designated Isolation Room.

Should there be a suspected, or confirmed COVID-19 infection, the allocated bedroom is to be used for Self-Isolation.

Once the Isolation Bedroom is occupied the Laundry also becomes an Isolation Room for all bathing and toilet use for the occupant/s of the Isolation Bedroom only. These are the only rooms, together with the connecting hallway, that is permitted to be used by any person/s suspected or confirmed of having COVID-19. All meals are to be brought to the Isolation Bedroom and left at the door.

2.4.4 Kitchen

There are no restrictions on the use of the kitchen provided the 1.5m rule is adhered to.

2.4.5 Lodge cleaning

All members and guests occupying the Lodge are responsible for ensuring the Lodge has been cleaned to a high standard as this is an important strategy to minimise transmission risk. Everybody is responsible for ensuring the following items and areas are sanitised before and after each use:

- The kitchen must be cleaned and sanitised to a high standard before and after any meal / food preparation;
- Fridge doors and coffee / tea making appliances;
- Communal seating throughout the Lodge must be wiped down with sanitiser – this includes the wet area seating on the ground floor, dining area and lounges;
- Electrical heater controls and any appliance that is used;
- Fireplace handles and tools;
- Books, toys and games;
- Entrance door handles on all levels upon entry;
- Bathroom fittings – this includes taps and shower door handles; and
- The public telephone and any writing implements used.

Also, the following items are to be wiped over and sanitised at least twice daily.

- Door handles to communal areas such as:
    - Male and female Bathrooms;
    - Laundry;
    - Drying Room
    - Second floor fire doors to the Living Room and the Hallway; and
    - Loft area including the Toilet, the Ski Store and the Loft Storage areas on the third floor.
- Stairway handrails; and
- Light switches in communal areas;

Guidelines will be provided by the Booking Officer and Lodge Captain to members and guests prior to and during their stay. In addition, signage will be available that will provide guidance and instruction.

Not following these directives may lead to the Mulubinba Lodge being shut down for an indeterminate period. Sanctions may be applied to relevant members or their guests in these instances.

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

2.5 Legal Fines

The Board has prepared this COVID-19 Safety Plan to make it safe for members and guests to enjoy the facilities of Mulubinba Lodge and Perisher Valley. In the event that physical / social distancing is not being adhered to, or this Safety Plan is not abided by, or for any other reason that might lead to fines being issued by any authority, such fines to an individual are to be paid by the individual and any fines of a corporate nature issued to the Club or the Board, where possible under common law, are to be paid in equal proportions by all members and / or guests present at Mulubinba Lodge at the time the offence took place.

3 SAFETY ACTION PLAN

3.1 Actions in the Event of a Suspected COVID-19 Infection at Mulubinba Lodge

If a person has, or shows signs of, symptoms of COVID-19 but the infection is not yet confirmed, the following process is preferred*:*

a) The person must commence wearing a face mask and advise the Lodge Captain who is to immediately advise the Booking Officer or another member of the Club's Board.
b) The person, and everybody sharing the bedroom, is to immediately wear face masks and gloves and leave Mulubinba Lodge with all their possessions. If that person is under the age of 18 their parent or guardian will be responsible for the care of that person and that parent / guardian is to also leave Mulubinba Lodge with their possessions.
c) The Lodge Captains have the Board's authority to direct anybody who shows signs of infection with COVID-19 to immediately leave Mulubinba Lodge. Failure to comply with a direction to leave Mulubinba Lodge will lead to the Police being notified.
d) The person who has the symptoms and all others who have had contact with the person are to have a COVID-19 test without delay. Testing facilities are located at – the Old Community Health Centre, 17 Bent St Jindabyne and Bookings are required on Ph. 1800 999880 or The Cooma Hospital, Bent St Cooma Ph. (02) 6455 3222.
e) The NSW Government COVID-19 Snowfield Scenarios For Persons Who Do Not Require Hospitalisation Guidelines indicate that persons suspected of having COVID-19 must remain in isolation while awaiting the results of the tests. Clause 10.2.1 of the Guidelines indicate: The person and household members may use their private vehicle to drive to their

place of residence where they can safely isolate. During the drive they must wear a mask and not stop along the way. This may present a problem where it is not possible to get to their place of residence without stopping, for example to refuel. If this situation arises, it may become necessary to abide by clause 10.2.2 of the Guidelines and seek the nearest appropriate accommodation available (this may be a designated hotel or sports / recreation facility) to isolate until cleared by NSW Health. Advice should be obtained from NSW Health in this situation.
Link to these Guidelines: *https://www.health.nsw.gov.au/infectious/factsheets/Pages/isolation-for-ski-fields.aspx*

f) The person, and others accompanying, is / are not to return to Mulubinba Lodge until a negative COVID-19 test result is obtained and the results confirmed by the Lodge Captain, who will notify the Booking Officer or another member of the Club's Board as soon as possible;
g) Facemasks are provided only for persons suspected of having COVID-19 symptoms and any guests who have concerns in these circumstances;
h) The Club's Board, or the Lodge Captain, will inform all guests staying at Mulubinba Lodge of the potential risk of infection. Additional professional cleaning may be required in the areas the person has accessed at the persons expense;
i) The person is to inform the Club' Board of the results of the COVID-19 test immediately; and
j) If the person/s leaving Mulubinba Lodge is / are not members, their name/s and contact details are to be provided to the Booking Officer, or another Club Board Member by the sponsoring member without delay.

The Club's Board will follow up with the person/s to confirm the results of the COVID-19 test. If that test is positive, the Board or Lodge Captain will immediately inform all other persons that have occupied the Lodge, in that week, of the status and commence the processes set out in Cl. 3.2 and / or Cl. 3.3.

Lodge users who develop any COVID-19 symptoms while staying in Mulubinba Lodge or within 48 hours of leaving the Lodge are to have COVID-19 testing. If a person tests positive after developing symptoms within 48 hours of leaving Mulubinba Lodge, the Club must be notified and a "Lodge Contamination Event" (relevant parts of Cl. 3.2. below) will be triggered.

3.2 Actions in the Event of a Confirmed COVID-19 Infected Person Visiting Mulubinba Lodge

If a person who has stayed in, or visited Mulubinba Lodge within the previous 14 days and has tested positive for COVID-19, the following process is to be undertaken:

- Firstly, NSW Health are to be contacted and their directions are to be adhered to;
- If the infected person had previously left Mulubinba Lodge to be tested and not returned, the Board shall contact NSW Health, together with NPWS and follow any specific requirements issued;
- Upon advice issued by the NSW Health, Mulubinba Lodge will most likely be shut down as rapidly as possible and all occupants are to vacate the premises. All occupants will be advised to self-isolate and undergo testing;
- NSW Health will be provided with a list of all occupants and contact details by the Club's Board without delay;
- The Club will follow any direction issued by NPWS;
- The Club's Board may have to organise a deep clean of the Lodge. No subsequent occupation will be permitted until such cleaning is complete or such time as deemed safe;
- The cost of such cleaning will be forwarded to the person/s responsible for introducing the infection into Mulubinba Lodge; and
- All members of the Club will be advised of the contaminations.

3.3 Actions in the Event of an Evacuation Order

In the event that there is an outbreak of COVID-19 at Mulubinba Lodge or a person is in self-isolation, all other members and guests will be ordered to evacuate. Similarly, if there is a major outbreak within Perisher Valley and the entire village is to be evacuated, the following is to occur:

- Obey any directions or instructions provided by NSW Health or NPWS, the Police, or any other Emergency Services;
- Notify NSW Hotline on 1800 020080;
- The Lodge Captain is to notify the Booking Officer or any other Board member of the Evacuation Order; and
- Evacuate Mulubinba Lodge and Perisher Valley immediately by the same method of transport as your arrival, unless directed otherwise;

The Board recommends, in these circumstances, that facemasks provided be worn whenever in the vicinity of others.

4 MULUBINBA LODGE ACCOMMODATIONS AND BOOKINGS

4.1 Accommodation Booking Process

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

- The Booking Officer will confirm bookings with each member and that safety requirements under this plan can be met;

- A Lodge Captain will be appointed for each week in advance and notified. They will assist with ensuring the physical distancing and cleaning / hygiene practices are adhered to by all members and guests;
- Each person appearing on an Accommodation Booking Request Form will be forwarded a link to the current COVID-19 Safety Plan and a Waiver Of Liability. The Waiver must be completed, signed and returned to the Booking Officer for every adult member and adult guest staying at Mulubinba Lodge prior to the booking being confirmed. A Waiver Form must also be provided for all minors staying at Mulubinba Lodge and signed by their parent or guardian;
- A conditional Booking Confirmation will then be forwarded back to each adult applicant;
- Any members or guest showing signs of Flu like symptoms or come under the categories listed in clause 2.3 will have their booking cancelled without being charged for their accommodation. Refund and / or booking deferral options are available;
- Members who host guests at the Lodge will be responsible for the actions of their guests including compliance with this Safety Plan;
- Parent/s and / or guardian/s with minors will be responsible for the actions of the minors and are always expected to remain with them to ensure compliance with this Safety Plan;
- Documentation and contact details for all persons that enter the building will be kept securely on file along with their Waiver; and
- Short term visitors who are not staying at Mulubinba Lodge are not permitted to enter inside the Lodge. This includes for the purpose of meals, drinks or waiting for friends. It does not include any person in an official working capacity such as NPWS Officers, Garbage collection, or linen delivery and collection etc.

4.2 Accommodation Booking Cancellations

4.2.1 Cancellations by Applicant

Accommodation cancellations made by applicants shall be in accordance with the Club's by-laws and as per the relevant Booking Information sheet.

4.2.2 Cancellations by SAC Board

2.4.2 (a) In the event that the SAC Board is forced to cancel any bookings for members and guests in advance of their accommodation period – There will be a full refund of all accommodation fees.

2.4.2 (b) In the event that the SAC Board is forced to vacate the lodge while people are lodging within – There will be a pro-rata refund based on the number of complete days remaining as a percentage of the booking period.

APPENDIX A – COVID-19 RISK MANAGEMENT PLAN

COVID-19 RISK POLICY STATEMENT of the Shortland Alpine Club

Effective Risk Management is seeking to prevent or minimise an organisations risk level and is important for good governance as well as legal requirements.

Amongst all risks associated with operating a Ski Lodge and Club, the health and wellbeing of members, guests, visitors and people providing services to and for the club are paramount.

Shortland Alpine Club Co-operative Ltd (SAC) has developed this Risk Management Plan as part of its COVID-19 Safety Plan to highlight, demonstrate, eliminate and reduce the risks of contamination, infection and transmission to members, guests and visitors who enter Mulubinba Lodge at Perisher Valley during the declared COVID-19 Pandemic.

COVID-19 ACTION PLAN

As the circumstances during any pandemic are extremely fluid and subject to change very quickly by many Government instrumentalities, this Risk Management Plan is subject to change. Every effort will be made by the SAC Board to advise members, guests and visitors of such changes.

Promoting and communicating good hygiene and cleaning protocols, together with providing the resource to undertake these protocols is a fundamental role and responsibility of the Board.

However, it must be recognised that being a club managed by a Board of volunteer Directors and not having an onsite Manager, there is an onus on every member and guest to cooperatively work with the Board to eliminate and minimise all recognised risks and advise the Board of new risks should they arise.

It is therefore acknowledged that it is a fundamental role and responsibility of members and guests staying at Mulubinba Lodge during the declared pandemic period to:

- Familiarise themselves with the COVID-19 Safety Plan and comply with all instructions and directions, whether provided as written forms, posters or guidelines, or verbally from Lodge Captains, Board Members or any Government Official;
- Use the resources provided at Mulubinba Lodge in the way intended and for the purpose intended;
- Maintain physical and social distancing within the Lodge to prevent and control contamination; and
- Be cognisant of, not only all the other people staying at Mulubinba Lodge, but also their safety and wellbeing.

Schedule of Known Risks and Mitigation Strategies

LODGE AREA	IDENTIFIED RISKS	➢ WHAT RESOURCES ARE PROVIDED • WHAT ACTION ARE TO BE TAKEN FOR RISK MITIGATION
General	• Contamination when persons enter and touch surfaces, switches, door handles, heater controls, railings, etc.	➢ Provide hand sanitiser stations ➢ Provide strategically placed sanitising wipes and / or disinfectant spray with paper towels ➢ Provide tools for people to use to self-check and sanitise, e.g. Forehead Thermometer in lodge. ➢ Provide COVID safe & Hygiene hand washing posters ➢ Provide details of specific shower, toilet and basins allocated to booking groups • At least twice daily cleaning / sanitising ○ This will include everybody to undergo cleaning of 'high touch' areas ○ Lodge Captains to satisfy themselves that items are being cleaned accordingly • Before and after use, cleaning and / or sanitising and additional weekly cleaning and / or sanitising ○ Lodge Captains to satisfy themselves that items are being cleaned accordingly • Ensure physical distancing & restriction of numbers
All Lodge Entry points	• Contamination when persons enter and touch surfaces, door handles, security lock	➢ Provide hand sanitiser stations ➢ Provide strategically placed sanitising wipes and / or disinfectant spray with paper towels ➢ Provide COVID safe & Hygiene hand washing posters • Ensure physical distancing & restriction of numbers • Each person is to clean and / or sanitise door handles after entering the lodge • At least twice daily the external door handles and security number-pad on the front door are to be cleaned / sanitised • Lodge Captains to satisfy themselves that items are being cleaned accordingly

LODGE AREA	IDENTIFIED RISKS	➢ WHAT RESOURCES ARE PROVIDED • WHAT ACTION ARE TO BE TAKEN FOR RISK MITIGATION
Kitchen	• High risk infection area due to communal cooking / food preparation and high people traffic • Contamination when persons enter and touch surfaces, door handles, garbage receptacles, ovens, sinks, cutlery, pots/pans, microwaves, ovens, • Appliances, crockery etc. • Contamination from food preparation • Social distancing constraints	➢ Provide hand sanitiser stations ➢ Provide strategically placed sanitising wipes and / or disinfectant spray with paper towels ➢ Provide disposable gloves ➢ Provide COVID safe & Hygiene hand washing posters ➢ Provide paper towels • Ensure physical distancing & restriction of numbers • Each person is to clean and / or sanitise before and after use • Co-ordinate cooking shifts to ensure physical distancing & restriction of numbers during meal preparation and seating – self managed under guidance of lodge captain • Recommend that members / guests bring pre-prepared food to minimise kitchen preparation and activity. • Only tea towels allocated to room numbers are to be used. • Ensure paper towels are disposed appropriately into general waste – NOT paper recycling • Signage will indicate total numbers for area • IF THE ISOLATION BEDROOM IS OCCUPIED AND THE LAUNDRY BECOMES AN ISOLATION ROOM - DISHERS ARE TO BE DRIED WITH PAPER TOWELS
Dining Room	• High risk infection area due to communal eating situation and close proximity of diners • Contamination when persons touch surfaces	➢ Provide hand sanitiser stations ➢ Provide strategically placed sanitising wipes and / or disinfectant spray with paper towels ➢ Provide COVID safe & Hygiene hand washing posters • Ensure physical distancing & restriction of numbers • Each person is to clean and / or sanitise before and after use • Co-ordinate eating shifts to ensure physical distancing & restriction of numbers during mealtime – self managed under guidance of lodge captain and dependant on cooking shifts • Signage will indicate total numbers for area
Lounge Rooms	• High risk infection area due to communal seating • Contamination when persons enter and touch surfaces, door handles, sit on seats • Contamination from opening fire doors and using fire tools • Social distancing constraints	➢ Provide hand sanitiser stations ➢ Provide strategically placed sanitising wipes and / or disinfectant spray with paper towels ➢ Provide COVID safe & Hygiene hand washing posters • Ensure physical distancing & restriction of numbers • Each person is to clean and / or sanitise before and after use • Remove and store all cushions from lounges • Lodge Captains to satisfy themselves that numbers and spacing's are appropriate • No sharing of food
Bedrooms	• Infection transfer by pillows, linen doonas, blankets, heaters, windows. • Contamination when persons enter and touch surfaces.	➢ Provide hand sanitiser and wipes and / or disinfectant spray with paper towels to each bedroom ➢ Provide COVID safe & Hygiene hand washing posters. ➢ Fresh sheets, doona covers, pillow slips, bath towels and tea-towels each week • No changing of room allocations from those that have been allocated by the Booking Officer • Blankets and Doonas to be used only above other linen - not against skin) • At weeks end or prior to departing, blankets and doonas, after taking off the doona cover, is to be sprayed with Glen-20 or other similar product provided • Door handles, switches and surfaces frequently touched to be cleaned / sanitised at least twice daily
Designated Isolation Room	**LEFT VACANT** Extreme risk of contamination once occupied by person suspected or confirmed of having COVID-19	➢ Provide hand sanitiser and wipes and / or disinfectant spray with paper towels to each bedroom ➢ Provide COVID safe & Hygiene hand washing posters. ➢ Fresh sheets, doona covers, pillow slips, bath towels and tea-towels each week ➢ Provide Isolation Instruction posters • No occupation of this room unless suspect or confirmed of having COVID-19 • No entry by other persons • All meals, drinks etc. to be left outside of door • Blankets and Doonas to be used only above other linen - not against skin) • Door handles, switches and surfaces to be cleaned / sanitised before and after every use
LODGE AREA	**IDENTIFIED RISKS**	➢ **WHAT RESOURCES ARE PROVIDED** • **WHAT ACTION ARE TO BE TAKEN FOR RISK MITIGATION**

Bathrooms and third floor toilet	• Contamination when persons enter and touch surfaces, door handles, sinks, shower facilities, windows, toilet flushing buttons, cleaning product containers and appliances	➢ Provide hand sanitiser and wipes and / or disinfectant spray with paper towels to each bathroom and third floor toilet ➢ Provide details of specific shower, toilet and basins allocated to booking groups • Ensure physical distancing & restriction of numbers • Wash hands following using the toilets or any cleaning product container • Do not dispose of paper towels, wet-wipes or anything other than toilet paper and human waste in toilets • Each person is to clean and / or sanitise before and after use of: -Shower doors and shower taps; -Basin taps and plugs; -Cupboard doors and window winders; -Light and exhaust fan switches; -Cleaning product containers; -Hair dryer or any appliance
Laundry – General Use	• Contamination when persons enter and touch surfaces, door handles, sinks, bath & shower facilities, windows, toilet flushing buttons, cleaning product containers and appliances, together with washing machine, dryer, hot water storage tanks and taps, heaters and storage containers	➢ Provide hand sanitiser and wipes and / or disinfectant spray with paper towels to laundry ➢ Provide COVID safe & Hygiene hand washing posters. • Ensure only one person in laundry at any one time unless from the same family • Wash hands following using the toilet or any cleaning product container • Do not dispose of paper towels, wet-wipes or anything other than toilet paper and human waste in toilet • Each person is to clean and / or sanitise before and after use of: -Shower / bath taps and fittings; -Wash Tub taps and plugs; -Cupboard doors and window winders; -Light switches; -Cleaning product containers; -Washing machine and taps and / or clothes dryer -Storage bins • -Any appliance.
Laundry – Once Isolation Room is occupied	• Extreme risk of contamination once Isolation Room is occupied by person suspected or confirmed of having COVID-19	➢ Provide hand sanitiser and wipes and / or disinfectant spray with paper towels ➢ Provide COVID safe & Hygiene hand washing posters. ➢ Provide Isolation Instruction posters • No entry by other persons once the Isolation Bedroom is occupied • Any supplies to be left outside of door • Door handles, switches and surfaces to be cleaned / sanitised before and after every use
Drying Room	• 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	➢ Provide hand sanitiser and wipes and / or disinfectant spray with paper towels outside of drying room ➢ Provide COVID safe & Hygiene hand washing posters. • Only boots, socks and gloves are to go in drying room; and only on wall pegs in room allocated areas • No clothing, • Coat hangers removed to bedrooms to prevent hanging of items in drying room to prevent contact with faces • Ensure only one person in drying room at any one time unless from the same family • Each person is to clean and / or sanitise before and after use of: -Door handle; -Light switch; -Heater and exhaust fan switches and controls
Wet Area, Room 4 Storage Cupboard, Pantry, Workroom & Wood-room	• Social distancing constraints • High risk infection area due to communal use, storage of cleaning products and food as well as hand tools	➢ Provide hand sanitiser and wipes and / or disinfectant spray with paper towels to each area and room ➢ Provide COVID safe & Hygiene hand washing posters. • Each person is to clean and / or sanitise before and after use of: -Seats and door handles; -Light switches; -Touching cleaning product bottles and containers; -Touching food item bottles & containers; -Tools

LODGE AREA	IDENTIFIED RISKS	➢ WHAT RESOURCES ARE PROVIDED • WHAT ACTION ARE TO BE TAKEN FOR RISK MITIGATION

Ski Storage Areas and Loft Storage	• Social distancing constraints • High risk infection area due to communal storage of skis	➢ Provide hand sanitiser and wipes and / or disinfectant spray with paper towels to each ski storage area ➢ Provide COVID safe & Hygiene hand washing posters. • Ensure only one person in ski storage areas on first and third levels as well as the Loft Storage Area at any one time unless from the same family; • .Each person is to clean and / or sanitise before and after use of: -Door handles and locks; -Light switches; -Packets, item or wrapping that is been touched
Public Telephone	• Contamination when persons touch surfaces • Contamination from use being subject to contaminated droplets	➢ Provide hand sanitiser and wipes and / or disinfectant spray with paper towels on phone bench ➢ Provide COVID safe & Hygiene hand washing posters. • Each person is to sanitise before and after each use of telephone -The number-pad -The handset and -Any pens or pencils used to take notes • Additional weekly cleaning / sanitising

COMBINED RISK ASSESSMENT

RISK RATING = LIKELIHOOD (%) x CONSEQUENCE (Financial Loss) or $ x %

0 PREFERRED	< 1,000 ACCEPATABLE	1,001 to 150,000 ACCEPTABLE / REVIEW	150,001 to 300,000 UNACCEPTABLE	> 300,001 UNACCEPTABLE

CONSEQUENCE / SEVERITY						
	SAFETY OF MEMBERS & GUESTS	FIRST AID ONLY & INCIDENT REPORTING	1 DAY TO 7 DAYS OFF WORK AND / OR RECOVERY	1 WEEK TO 6 MONTHS OFF WORK AND / OR RECOVERY	PERMANENT DISABILITY	DEATH
	ENVIROMENTAL	VERY MINOR SPILL OR VERY MINOR POLLUTION	MINOR SPILL OR POLLUTION FLORA OR FAUNER IMPACTED SLIGHTLY	MAJOR SPILL OR, POLLUTION NOT ENTERING A STREAM SMALL NUMBER OF FLORA OR FAUNER DESTROYED	SEVERE SPILL OR POLLUTION ENTERING A NAMED WATERWAY ANY NUMBER OF A THREATENED SPECIES DESTROYED	POLLUTION OF MAJOR WATERWAY, ANY NUMBER OF AN ENDANGERED SPECIES DESTROYED
	FINANCIAL LOSS Non Budgeted Expenditure Including Value of: Medical / Legal Costs, Clean-Up, Possible Fines, Reputation Damage, Insurance Pay-out & Advertising	$1 to $1,000	$1,001 to $20,000	$20,001 to $400,000	$400,001 to $750,000	Greater than $750,001 (say) $1,000,000
LIKELIHOOD / PROBABILITY	**ALMOST CERTAIN** 90% to 100%	1,000	20,000	400,000	750,000	1,000,000
	LIKELY 60% to 85%	850	17,000	340,000	637,500	850,000
	POSSIBLE 40% to 60%	600	12,000	240,000	637,500	600,000
	UNLIKELY 10% to 40%	10% to 40% 400	8% to 40% 8,000	6% to 40% 160,000	4% to 40% 300,000	2% to 40% 400,000
	RARE 0.1% to 10%	0.1% to 10% 100	0.1% to 8% 1,600	0.1% to 6% 24,000	0.1% to 4% 30,000	0.1% to 2% 20,000
	0% ELIMINATED	0	0	0	0	0

SHOW ASSESSED RATINGS BEFORE AND AFTER IMPLEMENTATION OF CONTROLS

RISK RATING

Prior to implementation of Mitigation Strategies

Without adherence to the entire Covid-19 Sefety Plan

Likelihood is RARE and Consequence could be DEATH i.e. (say) 1% X $1,000,000 = **10,000**

Following complete implementation of all Mitigation Strategies

With adherence to the entire Covid-19 Sefety Plan by all members and guests

Likelihood has been ELIMINATED therefore there is NO CONSEQUENCE = **0**

APPENDIX B – MULUBINBA LODGE CLEANING GUIDELINES

Cleaning Guidelines to Help Prevent the Spread of COVID-19 (Based on Safe Work Australia Guidelines, 2020)

A key way to protect people from the risk of exposure to COVID-19 is by implementing appropriate cleaning and disinfecting measures. A combination of cleaning and disinfection will be most effective in removing the coronavirus.

Cleaning with detergent and water is usually sufficient for routine cleaning. Once clean, surfaces can be disinfected. Safe Work Australia states that for routine cleaning in a non-healthcare situation, physical cleaning with water and detergent is usually sufficient.

The following cleaning / disinfection protocol and frequency for the Lodge has been developed based on the low likelihood of contamination being present under normal use by healthy members and guests occupying Mulubinba Lodge.

As an extra precaution, members and guests staying at Mulubinba Lodge are to implement the practice of daily sanitation of frequently touched surfaces plus sanitation of their bedrooms, together with a major clean at the end of each weeks stay.

METHOD / APPROACH	ACTIONS
Twice Daily Cleaning and Sanitation	
Frequently touched surfaces **DO NOT SPRAY** sanitiser directly on electrical items including switches and appliances as most sanitisers contain alcohol which is highly flammable. Moisten cleaning cloth with sanitiser and wipe over item (damp dust). Appliances and floor lamps must be unplugged before wiping.	• Door handles, hand railings • Light and floor lamp switches • Heater switches • Window winders • Communal area taps – kitchen, laundry, shared bathrooms • Kitchen surfaces, cupboard door and fridge handles, microwave doors and touch panels, oven and dishwasher door handles, kitchen appliances, bin lids • Washing machine lid and touch panel • Clothes dryer door and touch panel • Dining chairs
Weekly Cleaning and Sanitation	
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 is 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.	As listed in daily sanitation above **Frequently touched surface** means a surface that is touched often, by the same or different people. For example, a door handle or light switch. **Infrequently touched surface** means a surface that is touched less than a frequently touched surface. For example, the surface of a cupboard door.
Lounges and other soft, porous surfaces.	Carefully remove any visible dirt or grime, then use the appropriate cleaner for the material.
Consider vacuum risks	Wipe over vacuum cleaner with sanitising wipes between use.
Bedding and Linen	
Personal linen	Fresh top and bottom sheets, doona covers, pillow slips, bath towels and tea towels are provided each week. All members / guests must provide their own washer and soap.
Disposal of used supplied linen	Place used linen in plastic bags provided in the bedrooms and then take bag with linen to the green fabric used linen bags in the entranceway.

Cleaning and Sanitising Checklist for Mulubinba Lodge

AREA	ITEMS TO CLEAN / DISINFECT	
General	Doorknobs/surfaces Cleaning appliances: Fans and lamp switches Garbage and recycling bins Hairdryers Hanging space Ironing boards and irons Keys Number pads	Laundry – sinks, taps, washer, dryer and storage Light switches Power points and switches Railings Tabletops Heater switches and controls Window sills and window handles Vacuum cleaners First Aid Boxes and items
All Entry Points	Door handles, knobs and number pad Garbage container lid handle Light switches and door-bell button	Meter box handle Meter box Internal switches and auto heater controls
Kitchen	All utensils, appliances, pots/pans, etc. Cabinet handles & knobs Condiments: oil, salt and pepper shakers, commonly used spices and containers, etc. Kitchenware – crockery etc. Exhaust Fan switches & lights Garbage and recycling bins	Sinks, taps and benchtops Ovens, cooktops and controls and microwaves Fridges – handles, internal areas Window sills and window handles Tea & Coffee appliances and sugar containers Power points and switches Rolls of bin liners etc.
Dining Room	Light switches Heater switches and controls Power points and switches	Tabletops/seats Window sills and door handles Serviette container
Lounge Room	Door handle and knobs Firebox door handles and tools Bellows Light and Lamp switches Glasses Heater switches and controls	Lounges especially arm rests Tabletops Window sills and window handles Books, games and toys Power points and switches
Bedrooms	Wardrobes and hangers Bedheads/foot Side tables/drawers and knobs Light and Lamp switches	Heater switches and controls Bedding – doonas, pillows, linen Window sills and window handles Garbage bins
Bathrooms & Third Floor Toilet	Shower doors, walls and taps Sinks, tap handle and spouts Light and exhaust fan switches Power points and switches Garbage bins	Toilets and flush buttons Window sills and window handles Cabinet handles & knobs Cleaning product bottles and containers
Laundry	Laundry – sinks, taps, washer, dryer and storage Light switches Power points and switches Shower/bath walls and tap fittings Sinks, tap handle and spout Garbage and recycling bins	Heater switches and controls Window sills and window handles Toilets and flush buttons Cleaning product bottles and containers Cabinet handles & knobs
Drying Room	Door handles and surfaces Light and exhaust fan switches	Heater switches and controls
Wet Area, Room 4 Storage Cupboard, Pantry, Workroom & Wood-room	Door handles, knobs and release button Light and power point switches Seats Key-safe and number pad Vacuum cleaners Power points and switches First Aid Box and items	Room 4 cupboard handle, contents and shelves Petty-cash box and key Foodstuff bottles and packets Hand tools and power tools Bottles and packets of Glues, nails, screws etc. etc. Rolls of garbage bags and cable ties etc.
Ski Storage – Ground floor and 3rd floor areas and Storage Loft	Door handles, knobs and locks Light and power point switches	Packets, item or wrapping that is been touched
Public Telephone	The number-pad The handset	Any pens or pencils used to take notes