



SPENCERS CREEK SKI LODGE CLUB LIMITED

COVID-19 SAFE PLAN

Use and Occupation of Spencers Creek Ski Lodge

General requirements

There are numerous resources issued by the state and federal governments in relation to the COVID-19 pandemic including general hygiene and individual protection. In this regard:

- Practice Good hygiene (see websites below)
- Cover your mouth when coughing and sneezing
- Wash your hands with soap and water
- Wash down surfaces
- Use alcohol-based hand sanitisers
- If you are sick stay home (Self isolate)
- Social distancing - avoid large gatherings if they are not essential
- Minimise physical contact keep 1.5mtrs away from others

Sanitising products will be placed 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 kitchen pantry (eastern side). Appendix A outlines a general cleaning list for the Lodge. This 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>

<https://www.nsw.gov.au/COVID-19>

Restrictions on attendance at Spencers Creek Ski Lodge

A member or their guest(s) will not be permitted to attend the Lodge if:

- They are unwell and/or are showing symptoms of COVID-19 and have not tested negative, or those test results are not yet available. Symptoms of COVID-19 include fever, cough, sore/scratchy throat and shortness of breath.
- They are or have been infected with COVID-19, and have not recovered and are clear of the infection (i.e. 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 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).



Occupation of the 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 restrictions as to how internal spaces can be used
- There will be a greater focus on continuous Lodge cleaning and hygiene
- There will be requirements in the event that a member or guest is infected by COVID-19 previously or whilst at the Lodge, or if they display COVID-19 like symptoms

The Clubs response to each of these is set out below.

Number of Persons Using the Lodge

The Club is licensed to accommodate no more than 12 persons at any one time.

The government has advised that, within accommodation and other similar facilities, a minimum of 4 square metres is required for each person in each space.

The Table calculations in Appendix B indicates that use of the Lodge can meet our occupancy license, but with restrictions on use of individual spaces.

Lodge cleaning

Members and guests are responsible for ensuring the Lodge is continuously cleaned to a high standard 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 Weekly Lodge Captain will be tasked in ensuring compliance with these requirements.

Lodge cleaning at the end of a week's stay is particularly important. **A thorough clean and sanitisation of the Lodge is to be completed by outgoing members/guests prior to departure.** All common linen (doona covers, pillow cases, tea towels, bath mats) are to be washed with sanitising solution by the departing guests prior to departure. To ensure that this can be done in a timely manner, the winter changeover time will be changed as follows;

Outgoing Members/guests to have vacated the Lodge by **11:00am** Saturday
Incoming Members/guests to arrive no earlier than **11:30am** Saturday

Due to time restrictions, it is noted/expected that the common linen may still be in the washing machine or dryer, and it is expected that incoming Members/guests will be required to complete the washing/drying in order to remake the bed's, etc.

Although outgoing Members/guests are expected to have cleaned and sanitised the Lodge prior to departure, it is also the incoming members/guests responsibility to undertake a thorough sanitisation of the Lodge immediately upon arrival.



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 while at the Lodge or tests positive to COVID-19 within 48 hours after staying at or visiting the Lodge, the following process will be undertaken subject to any modifications where the infected person has already left the Lodge premises:

- The infected person will immediately be isolated and then transferred to suitable premises/accommodation/hospital. Transfer of the infected person will follow any specific requirements issued by the NSW Department of Health.
- The Club Secretary and Winter Bookings should be contacted (refer below for details)
- Facemasks have been provided for use by Lodge occupants
- 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 Department of Health will be advised of the infection and the Club will follow any direction issued by the Department or their delegate. The Department will be issued with a list of all occupants/contacts for contact tracing by the Club as required.
- The NPWS will be advised of the infection and the Club will follow any direction issued by the Service or their delegate.
- The Club will attempt to organise a deep clean of the Lodge. No subsequent occupation will be permitted until such cleaning is complete or a period of 7 days has passed since the person with the suspected/confirmed COVID-19 visited or used the Lodge facilities. **It is noted that this may impact incoming members/guests ability to utilise the Lodge.**
- All members of the Club will be advised of the infection without any personal details disclosed.

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 Club Secretary and Winter Bookings should be contacted (refer below for details)
- The person will be isolated in their bedroom (or alternate accommodation in the village) until such time as the COVID-19 test is confirmed. If that person is a minor their parent or guardian will be responsible for the care of that minor and that parent/guardian will also be isolated.
- The Club will inform all members/guests staying at the Lodge 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 member/guest will be required to inform the Club of the results of the COVID-19 test.
- The Club will monitor the COVID-19 test status or be informed of the departure of the member/guest. The name and contact details of that member/guest will be supplied without delay to the Club.
- The Club will follow up the member/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.



It is recommended that all persons accommodated at the Lodge regularly conduct daily temperature checks utilising the contactless thermometer provided by the Lodge.

COVID-19Safe App

It is recommended that all members and guests download the governments COVID-19Safe App. The COVID-19Safe app helps find close contacts of COVID-19 cases. The app helps state and territory health officials to quickly contact people who may have been exposed to COVID-19. More details regarding the app can be found at <https://health.gov.au>.

Contact Details

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Appendix A

Spencers Creek Ski Lodge COVID-19 Action Plan

Promoting good hygiene and cleaning protocols within the Lodge to achieve infection prevention and control.

The following table identifies the risks and associated actions to be taken within the relevant areas of the Lodge.

Area	What are the risks/issue	What actions to take
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 sanitiser station • Daily cleaning/sanitizing • COVID-19 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 • Daily cleaning/sanitizing • COVID-19 safe signs displayed • Ensure social spacing & restriction of numbers • Provide hand sanitiser station • It is recommended that fresh food preparation is kept to a minimum and members and guests are encouraged to bring pre-prepared food. • It is recommended that each room or family group organise a set of plates, cups, glasses, utensils, etc. to be removed from the communal cupboards and stored in an area for their use and access only. • It is recommended that members and guests bring their own condiments for use during their stay and refrain from use of the supplied condiments (e.g. vegemite, jam, ...). • It is recommended that tea towels are not shared between rooms or different family groups.



Area	What are the risks/issue	What actions to take
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"> • Provide hand sanitiser station • Ensure social spacing & restriction of numbers • Co-ordinated dining times to ensure social spacing • Cleaning/sanitizing after every meal • COVID-19 safe signs displayed
Lounge 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"> • Cleaning/sanitizing after use • Ensure social spacing & restriction of numbers • COVID-19 safe signs displayed
Games Room (upstairs)	<ul style="list-style-type: none"> • High risk infection area due to communal use of equipment • Contamination when persons enter and touch surfaces, door handles, heaters, windows, pool tables, darts, chairs 	<ul style="list-style-type: none"> • Cleaning/sanitizing after use • Ensure social spacing & restriction of numbers • COVID-19 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"> • Cleaning/sanitizing after use • Members/guests to are recommended to bring their own pillows. • Doonas covers to be washed at high temperature and utilising the antibacterial laundry sanitiser provided • COVID-19 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-19 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-19 safe signs displayed
Laundry	<ul style="list-style-type: none"> • Contamination when persons enter and 	<ul style="list-style-type: none"> • Cleaning/sanitizing after every use • Hand washing notices required



Area	What are the risks/issue	What actions to take
	touch surfaces, door handles, sinks, washing machine, dryer, storage, heaters, windows	<ul style="list-style-type: none"> • COVID-19 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"> • This area is high risk. It is recommended that gloves, beanies, helmets, and skiing innerwear (scarves, balaclava's, etc.) are taken to rooms to dry. Only skiing outerware (e.g. ski jackets) and boots should be left in the drying room. • It is recommended that areas of the drying room be segregated for different family groups or rooms.
Sauna	<ul style="list-style-type: none"> • High risk infection area due to communal use of seating • Contamination when persons enter and touch surfaces, door handles, sit on seats • Social distancing constraints 	<ul style="list-style-type: none"> • This area is high risk and is CLOSED for the season.
Games Room (downstairs)	<ul style="list-style-type: none"> • High risk infection area due to communal use of equipment • Contamination when persons enter and touch surfaces, door handles, fridge, windows, tables 	<ul style="list-style-type: none"> • Cleaning/sanitizing after use • Ensure social spacing & restriction of numbers • COVID-19 safe signs displayed
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



Appendix B

Spencers Creek Ski Lodge COVID-19 – Physical Distancing

In line with government requirements to ensure a minimum of 4 square metres of space for each person, the following table has been developed to provide guidance regarding the number of persons allowable in each area of the Lodge.

Members and guests are also reminded to remain vigilant and keep a distance of 1.5 metres between themselves and other people.

Signage will be provided in the Lodge to indicate the maximum number of persons allowed in each of the Lodge areas.

Area	Area Size	Maximum Persons Allowed
Ski Room / Entry	16.5m ²	4
Kitchen	21m ²	5
Kitchen Pantry (east)	3m ²	1
Kitchen Pantry (west)	3m ²	1
Dining area	24m ²	6
Lounge	29m ²	7
Games Room (Top level)	24m ²	6
Bedroom 1	29m ²	7
Bedroom 2	16m ²	4
Bedroom 3	14m ²	3
Bedroom 4	14m ²	3
Bedroom 5	16m ²	4
Laundry	4.5m ²	1
Drying room	8m ²	2
Games Room (basement)	29m ²	7
Wood Store	10.5m ²	2
Skidoo Garage	13m ²	3



Appendix C

Spencers Creek 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 sanitiser 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 doona covers, pillow cases, and kitchen towels. Wear gloves when handling dirty laundry.
Consider vacuum risks	Empty and clean 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 Washer/dryer units	Laundry – sinks, washers, storage Light switches Railings Tabletops Thermostats/heaters Window sills and window handles Vacuum cleaners
Kitchen	All utensils, appliances, pots/pans, etc Cabinet handles and pulls Doorknobs Dishwashers Condiments: oil, salt and pepper shakers, 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 Light switches/pulls	Railings Tabletops/seats Window sills and window handles
Lounge	Doorknobs Railings Light switches/pulls Fireplace - handles	Lounges especially arm rests Tabletops Fridge – handles, internal areas Window sills and window handles
Bedrooms	Hangers and luggage racks Bedheads/foot Nightstands/side tables	Cupboards/dressers Bedding – doonas, pillows, linen Window sills and window handles
Games Rooms	Doorknobs Light switches/pulls Stools	Window sills and window handles Games Equipment