

Gunuma Ski Lodge

Willow Road, Smiggin Holes, NSW

Gunuma Lodge COVID19 Safe Plan

1 Use and Occupation of Gunuma

1.1 General requirements

There are numerous resources issued by government in relation to the COVID19 pandemic including general hygiene and individual protection. In this regard, all members of Gunuma are expected to:

- Practice good hygiene (see websites below)
- Cover their mouth when coughing and sneezing
- Wash their hands with soap and water
- Wash down surfaces
- Use alcohol-based hand sanitisers
- Stay home and do not travel to Gunuma (self isolate) if they are sick
- Practice social distancing while at Gunuma and skiing, and minimise physical contact and keep 1.5mtrs away from others
- Have informed themselves of their individual COVID19 risk factors

There are sanitising stations installed strategically around Gunuma to assist members comply with these requirements as well as advice in relation to cleaning requirements. There are also appropriate cleaning products located in the stores. Appendix B outlines a general cleaning list Gunuma. This is not exhaustive and is a guide only.

Gunuma 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>

1.2 Restrictions on attendance at Gunuma

A Member and Registered Family will not be permitted to attend the lodge if they:

- Are or have been infected with COVID19 and have not recovered and are clear of the infection (i.e. COVID negative).
- 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 COVID19.
- Subject to a quarantine notice, self-isolation notice or similar.
- Have or may have been in contact with a known infected person and have not tested negative for COVID19 after the expiration of the incubation period (nominally 14 days).
- Are unwell and/or are showing symptoms of COVID19 and have not tested negative or those test results are not yet available.
- Not signed the waiver

1.3 Recommendation

It is strongly recommended that those visiting Gunuma have:

- Had an influenza vaccine.
- The COVID app on their phone

1.4 Occupation of Gunuma

Due to various government restrictions and guidelines, the use of Gunuma during the COVID19 pandemic will change in the following ways, refer to Appendix A:

- The maximum number of residents is 24.
- Restrictions as to how internal spaces can be used.
- Greater focus on continuous cleaning and hygiene.

- Requirements in the event that a member is infected by COVID19 previously or whilst at Gunuma, or if they display COVID19 like symptoms.

1.5 Members 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 in communal areas.

Maximum occupancy is 24 split into a maximum of 6 persons per wing (3 bedrooms by 2 persons). Infants under 5 will be counted for the purpose of this occupancy limit.

Maximum occupancy limits apply to individual spaces, refer to Appendix A, which will require limits on the number of members that can cook, use the dining room and lounge room at the same time. In particular the maximum number permitted in the kitchen at any one time is 5.

1.6 Concept of Operations

A summary of the concept of operations:

- General
 - Refer to Section 1.2, members are required to have signed the waiver otherwise the booking will be cancelled
 - Members, their co-member and registered family may book. Non members (accompanied and un-accompanied guests) may not use Gunuma
- Arrival, departure and duration
 - Members may book one period for a maximum of 5 nights with arrival day being after 2pm Tuesday with no new arrivals on any other day
 - Departure day is Sunday before 2pm
 - Monday is reserved for a deep clean by a commercial operator
- Room allocation and numbers
 - Only three rooms will be available in each wing with a maximum of 2 people per room and a total of 6 persons per Under the booking system a member is required to book a specific room, however the GAO will re-allocate rooms as required to achieve the maximum of 6 persons per wing
- Bookings
 - When bookings open members will notice some changes in the Booking System which include maximum occupancy reduced to 24, available booking periods reduced to the 5 nights and rooms available reduced.
- Cleaning and chores
 - Each wing (being a maximum of 6 persons) will be responsible for cleaning the following areas as per the guidelines at Appendix B:
 - Their wing clean twice per day including the toilets noting that the commercial cleaner will only clean the toilets in Monday
 - Other areas twice per day on a roster basis
 - Each wing will be responsible for all the cores allocated to the rooms in that wing
- Kitchen and cooking
 - Maximum kitchen occupancy is 5.
 - Member will be required to minimise their cooking time and maximise the extent of pre-cooked meals. In the interests of fairness to other members extensive cooking times will not be permitted
 - Members to bring their own tea towels
- Bedding
 - Members to bring their own pillows, blankets and mattress protector
- Gunuma COVID19 House Captain
 - A volunteer will be nominated as the Gunuma Weekly COVID19 House Captain for each Monday to Saturday period.
 - Members are required to follow the directions of the Gunuma Weekly COVID19 House Captain

1.7 Lodge cleaning

Members are responsible for ensuring Gunuma is cleaned to a high standard as this is an important strategy to minimise transmission risk. Not following this directive may lead to Gunuma being shut down. Sanctions may be applied to members in these instances.

Appendix A provides details on the cleaning approach. Each Weekly COVID19 House Captain will be tasked in ensuring that members comply with these requirements. Not following the Weekly COVID19 House Captain directives may lead to sanctions.

Commercial cleaners will be engaged to conduct a deep clean on Sunday when Gunuma is not occupied and they will not clean on any other day.

Members are required to clean:

- Their wing including the toilets twice per day
- Kitchen after cooking within the time slot allocated to their wing
- Other areas applicable to the rooms in their wing

1.8 Actions in the Event of a COVID19 contamination in Lodge

If a member has or contracts COVID19, the following process will be undertaken:

- 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.
- Gunuma 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 Gunuma will follow any direction issued by the Department or their delegate. The Department will be issued with a list of all occupants/contacts by Gunuma without delay.
- The NPWS will be advised of the infection and Gunuma will follow any direction issued by the Service or their delegate.
- The Committee will organise a deep clean of the Lodge. No subsequent occupation will be permitted until such cleaning is complete.
- All members of Gunuma will be advised of the infection.

If a member has symptoms of COVID19, 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 COVID19 test without delay.
- The person will be isolated in their bedroom until such time as the COVID19 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.
- Gunuma COVID19 House Captain will inform all members 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 Gunuma prior to the outcome of a COVID19 test. In this instance, the member will be required to inform Gunuma via the GAO of the results of the COVID19 test.
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- Gunuma will follow up the member to confirm the results of the COVID19 test. If that test is positive, Gunuma will immediately inform all other members that have occupied Gunuma in that week of that status and commence the process set out above for a COVID19 infection.

Appendix A

Risk Management Response and Action Plan

COVID19 Pandemic Risk

COVID19 is a very specific risk to the operation of Gunuma. While there are numerous components of the risk (e.g. 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.

COVID19 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.		
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 inside the entry lobby Daily cleaning/sanitizing COVID safe signs displayed Maximum of 2 people within the entry lobby
Ski room	<ul style="list-style-type: none"> Contamination when persons enter and touch surfaces, door handles, ski racks 	<ul style="list-style-type: none"> Provide hand sanitizer station inside the ski room Daily cleaning/sanitizing Maximum of 2 people within the ski room
Boot room	<ul style="list-style-type: none"> Contamination when persons enter and touch surfaces, door handles, seats 	<ul style="list-style-type: none"> Provide hand sanitizer station inside the boot room Daily cleaning/sanitizing Maximum of 2 people within the ski room
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"> Closed.
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"> Maximum of 5 people in the kitchen Daily cleaning/sanitizing COVID safe signs displayed Provide hand sanitizer station at both entrances Limit fresh food preparation. All members are to bring pre-prepared food to the extent practicable. Heating/cooking of pre-prepared food in the oven or microwave is acceptable Refrigerator Space and Cupboard Space will be allocated to maximise distancing. All plates, cups, glasses, utensils, etc are removed from communal storage and communal cupboards are closed off. Members are required to store in their allocated cupboard or a group from the

		<p>same wing may store in one of the vacant</p> <ul style="list-style-type: none"> • All condiments to be removed. Only salt, pepper and sugar provided. Members advised to bring their own supplies and remove after their week. • All tea towels to be removed and members to bring their own. • 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 • Maximum of 12 people in the dining room • Cleaning/sanitizing after every meal • COVID 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"> • Sanitation stations • Hand washing notices required • Cleaning/sanitizing after every use • COVID safe signs displayed • Limit maximum occupancy to 16
Bedrooms	<ul style="list-style-type: none"> • Infection transfer by pillows, linen doonas, blankets, heaters, windows 	<ul style="list-style-type: none"> • Members to clean and sanitize prior to leaving • Remove Gunuma blankets and pillows. Members to bring own plus sheets and mattress protector • COVID safe signs displayed
Bathrooms	<ul style="list-style-type: none"> • Contamination when persons enter and touch surfaces, door handles, taps, sinks, shower facilities, heaters, windows 	<ul style="list-style-type: none"> • Cleaning/sanitizing after use • Hand washing notices required • COVID safe signs displayed • Twice weekly deep clean and sanitise
Adult TV / pool room		<ul style="list-style-type: none"> • Closed
Children play room	<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"> • Adult must be present at all times • Cleaning/sanitizing after each use by children
Sauna		<ul style="list-style-type: none"> • Closed
Laundry	<ul style="list-style-type: none"> • Contamination when persons enter and touch surfaces, door handles, heaters, windows • Door handles 	<ul style="list-style-type: none"> • Closed except for access to refrigerators and freezers • Sanitize refrigerator and fridge door handles after use • All food at the end of the week will be disposed of from refrigerators and freezers.
General use areas – corridors, stairs	<ul style="list-style-type: none"> • Contamination when persons enter and touch surfaces, door handles, windows • Door handles 	<ul style="list-style-type: none"> • Twice weekly deep clean and sanitise • Deep clean and sanitise prior to departure
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

Managing numbers within the Lodge at any one time to achieve social distancing guidelines		
Entry		
Ski room	3.0 by 2.5 (excl racks) = 7.5m ²	2 persons
Boot room	3.5 by 2.5 = 8.75m ²	2 persons
Kitchen	5.3 by 4.5 (excl cupboards / fridge) – 2.5 by 1.5 (island bench) = 20.2m ²	5 persons
Dining area	11.7 by 4.6 + 4.0 by 4.2 = 65.4m ²	16 persons reduced to 12 persons the maximum for 2 wings
Lounge	11.6 by 4.6 + 4.8 by 2.4 – 1.0 by 2.3 = 65.6m ²	16 persons To accommodate maximum members of 24 will need to use dining room after meals
Bedrooms	2.8 by 2.8 (excl cupboard) = 7.8m ²	2 persons
Bathrooms	N/A	
Adult TV / pool room	N/A	
Children TV / play	5.5 by 5 = 27.5m ²	7 persons
Sauna	N/A	
Laundry	N/A	

Appendix B Gunuma 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/pulls 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	Kitchenware that isn't dishwasher safe Sinks, benchtops

Area	Items to Clean/disinfect	
	Doorknobs Dishwashers Condiments: oil, salt and pepper shakers, commonly used spices and containers, etc.	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 – doonas, pillows, linen Window sills and window handles

Appendix C

Gunuma Ski Lodge

Kitchen and Cooking

How the kitchen is used is the critical activity in terms of obtain NWS Health approval of the plan while enabling sufficient members to be accommodated to make the ski season at least cost neutral for Gunuma and maximise the number of members that can be accommodated.

The maximum number permitted in the kitchen at any time is 5 so that 4m² per person and social distancing of 1.5m is maintained. To achieve this will require:

- Minimising cooking time – Food should be pre prepared prior to arriving, and no significant and time consuming “gastronomical delights” prepared.
- Subject to agreement (with the Weekly Covid19 House Captain) a group of up to 12 persons (capacity of the dining room) can nominate up to 5 chefs to cook for the group
- Meals need to complete within a reasonable time so that other can use the dining room. Members are required to clean and sanitise the kitchen and dining room immediately after use