

**Gunuma Ski Lodge**  
Willow Road, Smiggin Holes, NSW

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***Gunuma Lodge  
COVID19 Safe Plan  
Summer Version 4 – 17 Feb 2021***

# 1 Use and Occupation of Gunuma Lodge

## 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:

- Comply with Government guidelines applicable to Gunuma Lodge, including that members and guests do not visit the lodge if:
  - carrying any COVID19 symptoms
  - there is any risk of having been in contact with anyone who may have COVID19
  - you have been in a declared COVID hot spot in the 14 days priors to arrival
- Stay home and do not travel to Gunuma (self-isolate) if they are sick
- Have informed themselves of their individual COVID19 risk factors – it is individual members responsibility to assess the risks of staying at Gunuma
- Practice good hygiene (see websites below)
- Cover their mouth when coughing and sneezing
- Wash their hands with soap and water or sanitiser
- Wash down surfaces
- Practice social distancing while at Gunuma and minimise physical contact and keep 1.5mtrs away from others
- To the extent practical maximise ventilation – open bedroom and dining room windows

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 for 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 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. tested COVID19 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.
- Have been in a declared COVID19 hot spot in the 14 days priors to arrival
- Are 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 Gunuma Lodge COVID19 Waiver

## 1.3 Recommendation

It is strongly recommended that those visiting Gunuma have had an influenza vaccine.

#### 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

Maximum occupancy is 24.

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 6.

#### 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 Gunuma Lodge COVID19 Waiver prior to arrival at the lodge. The booking will be cancelled if the Waiver is not signed. One waiver is required per booking, and members are required to ensure their guests follow Gunuma's COVID19 guidelines.
  - Standard booking rules will apply i.e.guests may stay accompanied by a member
  - Where the booking rules restrict any single booking to 50% of capacity this is applicable to maximum capacity of 24 ie a member may book for 12
  - Bookings will be made through the booking system
- Room allocation and numbers
  - Selected rooms may not be available to limit numbers to 24
  - Maximum number of rooms available is 12 ie 8 rooms are closed and if the lodge is at maximum capacity of 24 rooms all rooms have 2 occupants
- Cleaning and chores
  - Members are expected to clean as per their room chore, other areas that require cleaning that do not have an occupied room and to wipe down touch surfaces with the provided wipes
- Kitchen and cooking
  - Maximum kitchen occupancy is 6.
  - Depending on occupancy, members will be required to minimise their cooking time and maximise the extent of pre-cooked meals.
  - Members to bring their own tea towels
- Bedding
  - Members to bring their own pillows

#### 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.

Depending on usage, a professional cleaner maybe engaged. For example, if a large group is immediately followed by another large group the lodge will be professionally cleaned, however if there is a two week gap between occupancy the lodge may not be professionally cleaned.

Appendix A provides details on the cleaning approach.

### 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:

- Gunuma President will be contacted – Peter Rodda 0429040780
- 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.
- 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 will be required to isolate and to vacate Gunuma as soon as practicable
- The person who has the symptoms will be required to have a COVID19 test without delay.
- 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 person will contact the Gunuma President – Peter Rodda 0429040780 that they have symptoms and is having a test
- Gunuma 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.
- Gunuma will monitor the COVID19 test status and be informed of the departure of the member. The name and contact details of that member will be supplied without delay to Gunuma.
- 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 (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 plan.

#### COVID19 Action Plan

Strategy	What are the risks/issue	What actions to take
<b>Promoting good hygiene and cleaning protocols within the Lodge to achieve infection prevention and control.</b>		
Entry	<ul style="list-style-type: none"> <li>Contamination when persons enter and touch surfaces, door handles, security lock</li> </ul>	<ul style="list-style-type: none"> <li>Provide hand sanitizer station inside the entry lobby</li> <li>Daily cleaning/sanitizing</li> <li>COVID safe signs displayed</li> <li>Maximum of 4 people within the entry lobby on the basis that any contact will be short term</li> </ul>
Ski room	<ul style="list-style-type: none"> <li>Closed</li> </ul>	<ul style="list-style-type: none"> <li>Closed</li> </ul>
Boot room	<ul style="list-style-type: none"> <li>Closed</li> </ul>	<ul style="list-style-type: none"> <li>Closed</li> </ul>
Drying room	<ul style="list-style-type: none"> <li>Closed</li> </ul>	<ul style="list-style-type: none"> <li>Closed.</li> </ul>
Kitchen	<ul style="list-style-type: none"> <li>High risk infection area due to communal cooking situation</li> <li>Contamination when persons enter and touch surfaces, door handles, garbage receptacles, dishwashers, ovens, sinks, shared cutlery, shared pots/pans, microwaves, ovens,</li> <li>Contamination from food preparation</li> <li>Social distancing constraints</li> </ul>	<ul style="list-style-type: none"> <li>Maximum of 6 people in the kitchen</li> <li>Daily cleaning/sanitizing</li> <li>COVID safe signs displayed</li> <li>Provide hand sanitizer station</li> <li>All condiments to be removed. Only salt, pepper and sugar provided. Members advised to bring their own supplies and remove after their week.</li> <li>All tea towels to be removed and members to bring their own.</li> <li>Provide boxes of disposable gloves.</li> <li>Provide specific guidance on use of the kitchen via signage</li> </ul>
Dining room	<ul style="list-style-type: none"> <li>High risk infection area due to communal eating situation</li> <li>Contamination when persons enter and touch surfaces, door handles, heaters, windows, tables, chairs</li> <li>Social distancing constraints</li> </ul>	<ul style="list-style-type: none"> <li>Sanitation stations</li> <li>Maximum of 16 people in the dining room</li> <li>Cleaning/sanitizing after every meal</li> <li>COVID safe signs displayed</li> </ul>
Lounge room	<ul style="list-style-type: none"> <li>High risk infection area due to communal seating situation</li> <li>Contamination when persons enter and touch surfaces, door handles, sit on seats</li> <li>Social distancing constraints</li> </ul>	<ul style="list-style-type: none"> <li>Sanitation stations</li> <li>Hand washing notices required</li> <li>Cleaning/sanitizing after every use</li> <li>COVID safe signs displayed</li> <li>Limit maximum occupancy to 18</li> </ul>

Strategy	What are the risks/issue	What actions to take
<b>Promoting good hygiene and cleaning protocols within the Lodge to achieve infection prevention and control.</b>		
Bedrooms	<ul style="list-style-type: none"> <li>Infection transfer by pillows, linen doonas, blankets, heaters, windows</li> </ul>	<ul style="list-style-type: none"> <li>Members to deep clean and sanitize prior to leaving</li> <li>Remove Gunuma pillows and members to bring</li> <li>Recommended that members bring their own blankets / doonas</li> <li>COVID safe signs displayed</li> </ul>
Bathrooms	<ul style="list-style-type: none"> <li>Contamination when persons enter and touch surfaces, door handles, sinks, shower facilities, heaters, windows</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning/sanitizing after use</li> <li>Hand washing notices required</li> <li>COVID safe signs displayed</li> <li>Twice weekly deep clean and sanitise</li> <li>Deep clean and sanitise prior to departure</li> </ul>
Adult TV / pool room	<ul style="list-style-type: none"> <li>Closed</li> </ul>	<ul style="list-style-type: none"> <li>Closed</li> </ul>
Children play room	<ul style="list-style-type: none"> <li>Contamination when persons enter and touch surfaces, door handles, heaters, windows</li> <li>Door handles, railings</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning/sanitizing after each use by children</li> </ul>
Sauna	<ul style="list-style-type: none"> <li>Closed</li> </ul>	<ul style="list-style-type: none"> <li>Closed</li> </ul>
Laundry	<ul style="list-style-type: none"> <li>Contamination when persons enter and touch surfaces, door handles, heaters, windows</li> <li>Door handles</li> </ul>	<ul style="list-style-type: none"> <li>Sanitize fridge door handles after use</li> <li>Keep windows open when Gunuma is occupied</li> </ul>
General use areas – corridors, stairs	<ul style="list-style-type: none"> <li>Contamination when persons enter and touch surfaces, door handles, windows</li> <li>Door handles, railings</li> </ul>	<ul style="list-style-type: none"> <li>Commercial clean subject to frequency of attendance and number of members staying</li> </ul>
General	<ul style="list-style-type: none"> <li>Provide tools for people to use to self check and sanitize.</li> </ul>	<ul style="list-style-type: none"> <li>Forehead thermometer in lodge.</li> <li>Ensure adequate supplies are available</li> </ul>
<b>Managing numbers within the Lodge at any one time to achieve social distancing guidelines</b>		
Entry		<ul style="list-style-type: none"> <li>4 persons</li> </ul>
Ski room	<ul style="list-style-type: none"> <li>Closed</li> </ul>	<ul style="list-style-type: none"> <li>Closed</li> </ul>
Boot room	<ul style="list-style-type: none"> <li>Closed</li> </ul>	<ul style="list-style-type: none"> <li>Closed</li> </ul>
Kitchen	5.3 by 4.5 (excl cupboards / fridge) – 2.5 by 1.5 (island bench) = 20.2m <sup>2</sup>	<ul style="list-style-type: none"> <li>6 persons</li> </ul>
Dining area	11.7 by 4.6 + 4.0 by 4.2 = 65.4m <sup>2</sup>	<ul style="list-style-type: none"> <li>16 persons</li> </ul>
Lounge	11.6 by 4.6 + 4.8 by 2.4 – 1.0 by 2.3 = 65.6m <sup>2</sup>	<ul style="list-style-type: none"> <li>18 persons</li> <li>To accommodate maximum members of 24, will need to use dining room after meals</li> </ul>
Bedrooms	2.8 by 2.8 (excl cupboard) = 7.8m <sup>2</sup>	<ul style="list-style-type: none"> <li>2 persons</li> </ul>
Bathrooms	N/A	
Adult TV / pool room	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>4 persons</li> </ul>
Children TV / play	5.5 by 5 = 27.5m <sup>2</sup>	<ul style="list-style-type: none"> <li>7 persons</li> </ul>
Sauna	<ul style="list-style-type: none"> <li>Closed</li> </ul>	<ul style="list-style-type: none"> <li>Closed</li> </ul>
Laundry	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>2 persons</li> </ul>

## 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 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 – 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 the plan.

The maximum number permitted in the kitchen at any time is 6. 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.
- Meals need to be completed within a reasonable time so that others can use the dining room. Members are required to clean and sanitise the kitchen and dining room immediately after use