

Gunuma Lodge

Plum Pine Road, Smiggin Holes, NSW

Gunuma Lodge COVID19 Safe Plan – Winter

Use and Occupation of Gunuma

1.1 General requirements

All occupants of Gunuma are expected to:

- Comply with this COVID19 safe plan
- Complete their room chores which will include additional cleaning associated with COVID19
- Comply with Government directions, regulations and guidelines applicable to Gunuma
- Stay home and do not travel to Gunuma if they or their close contacts
 - Have any COVID19 symptoms
 - Have been in a declared COVID19 hot spot in the 14 days prior to arrival
- 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:
 - Adhere to NSW Government social distancing guidelines (1.5m)
 - Cover their mouth when coughing and sneezing, wash their hands with soap and water or sanitiser
 - Wash down surfaces

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 A summarises the risks and actions to minimise these.

Appendix B is a cleaning check-list that occupants are required to complete.

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 Gunuma if they:

- Are or have been infected with COVID19, have not recovered and are not confirmed clear of the infection (i.e. tested COVID19 negative).
- Have been or have returned from overseas immediately prior to visiting Gunuma, and have not been through the Australian Government mandated quarantine/isolation period and have not tested negative for COVID19.
- Have been in a declared COVID19 hot spot in the 14 days prior to arrival.
- 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.

1.3 Recommendations

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

1.4 Occupation of Gunuma

To reduce the risk of Gunuma occupants contracting COVID19 the following precautions are in place:

- Standard cleaning (pre-COVID cleaning):
 - Thorough and timely completion of the allocated room chores
 - Contract cleaners twice per week (bathrooms and kitchen)
- Increased cleaning:
 - Additional cleaning of common area touch surfaces as allocated by the Winter House Manager and included in the room chore sheet – refer to Appendix B
- Removal of shared bedding:
 - Occupants to bring their own pillows, doonas/blankets and sheets
- Removal of tea towels:
 - Occupants to bring their own tea towels
- Limited occupancy in living and dining spaces to enable maintenance of 2m² per person:
 - Kitchen – 6 people
 - Dining room – 22 people
 - Upstairs lounge room – 24 people
 - Kids play room – 8 people
 - TV room (downstairs) – 6 people
- No visitors (unbooked guests) allowed. Under the current (30/4/21) NSW [rules] the Lodge is able to host 40 people only.
- Closure of the sauna

1.4.1 Standard room chores (pre-COVID)

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.

All rooms are allocated a cleaning chore (similar to the pre-COVID chore) and additional chores associated with common area touch surfaces. It is expected that these are performed in a thorough and timely manner.

Upon arrival at Gunuma and checking in, the Winter House Manager (WHM) will:

- Confirm the chore and where necessary distribute chores from un-occupied rooms
- Provide the occupant with a sheet for the occupant to sign off on a daily/allocated basis that they have completed their chore
- Prior to vacating Gunuma the occupant will sign that they have completed all their room chores including cleaning their room

1.4.2 Additional cleaning

In addition to the standard pre-COVID room chores, additional cleaning will be allocated to all occupants. Depending on the number of occupied rooms the frequency of the additional cleaning will vary and will be determined by the WHM.

The additional cleaning includes sanitizing all commonly touched surfaces – hand rails, door knobs, kitchen surfaces and appliances, bedroom upon departure. Refer to Appendix B for the cleaning tasks to reduce risk of COVID19 transmission.

The additional cleaning has been incorporated into amended room chore sheets. Occupants will be required to sign that they have completed the additional cleaning task.

Similar to the room chore, occupants will be required to sign that they have completed the additional cleaning task.

1.4.3 Bedding and tea towels

All occupants will bring their own bedding (pillows, sheets, blankets / doona) and tea towels.

1.4.4 Maintenance of 2m² per person

The dining room, kitchen and sitting room have been classified as a single space enabling a maximum occupancy of 40 for the Lodge. Nonetheless, in keeping with NSW Government advice, social distancing is required and 1.5m separation between persons is recommended.

To support physical distancing, a maximum of 6 persons are permitted in the kitchen and 22 in the dining room at any one time.

Occupants need to be considerate of others:

- Do not socialise in the kitchen – use the lounge or downstairs areas
- Minimise time in the dining room so others can rotate through over dinner periods. For example, have “split shift dining”- main course with desert later to enable others to eat.

1.4.5 Occupant's guests

This COVID19 safe plan has been prepared on the basis of a maximum of 40 occupants. Visitors to the Lodge are not permitted.

1.5 Actions in the event of a COVID19 contamination in the Lodge

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

- Gunuma President will be contacted – Peter Rodda 0429 040 780
- 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 should follow NSW Government health advice, which may include self-isolation and COVID19 testing.
- The NSW 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 NSW Parks and Wildlife Service (NPWS) will be advised of the infection and Gunuma will follow any direction issued by NPWS 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.
- If the person who has the symptoms would like to return to Gunuma, they will be required to have a negative COVID19 test prior to return.
- 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 0429 040 780 to inform that they have symptoms and is having a COVID19 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.
- If the person who has the symptoms would like to return to Gunuma, they will be required to have a negative COVID19 test prior to return.

Appendix A

Risk Management Response and Action Plan

COVID19 Risk

COVID19 poses several risks to Gunuma Lodge and its occupants. These include, risk to the health and safety of occupants, economic risk, legal risk, regulatory risk. This plan addresses health and safety risks only.

COVID19 Action Plan

Strategy: to promote good hygiene and cleaning protocols within the Lodge to prevent and control infection.

Area	What are the risks/issue?	Actions to take
Entry <i>Note: No limit on persons in the entry lobby on the basis that any contact will be short term</i>	<ul style="list-style-type: none">Contamination when persons enter and touch surfaces, door handles, security lock, etc.	<ul style="list-style-type: none">Provide hand sanitizer station inside the entry lobbyDaily cleaning/sanitizingCOVID19 safe signs displayed
Ski room <i>Note: No limit on persons in the entry lobby on the basis that any contact will be short term</i>	<ul style="list-style-type: none">Contamination when persons enter and touch surfaces, door handles, etc.	<ul style="list-style-type: none">Daily cleaning/sanitizing
Boot room <i>Note: No limit on persons in the entry lobby on the basis that any contact will be short term</i>	<ul style="list-style-type: none">Contamination when persons enter and touch surfaces, door handles, etc.	<ul style="list-style-type: none">Daily cleaning/sanitizing
Drying room <i>Note: No limit on persons in the entry lobby on the basis that any contact will be short term</i>	<ul style="list-style-type: none">Contamination when persons enter and touch surfaces, door handles, etc.	<ul style="list-style-type: none">Daily cleaning/sanitizing
Kitchen	<ul style="list-style-type: none">High risk infection area due to communal cooking situationContamination when persons enter and touch surfaces, door handles, garbage receptacles, ovens, sinks, shared cutlery, shared pots/pans, microwaves, ovens, etcSocial distancing constraints	<ul style="list-style-type: none">Maximum of 6 people in the kitchenDaily cleaning/sanitizingAll tea towels to be removed and members to bring their own
Dining room	<ul style="list-style-type: none">High risk infection area due to communal eating situationContamination when persons enter and touch surfaces, door handles, heaters, windows, tables, chairsSocial distancing constraints	<ul style="list-style-type: none">Maximum of 22 people in the dining roomDaily cleaning/sanitizing

Area	What are the risks/issue?	Actions to take
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, etc. Social distancing constraints 	<ul style="list-style-type: none"> Sanitation stations Hand washing notices required Daily cleaning/sanitizing COVID safe signs displayed Limit maximum occupancy to 18
Bedrooms	<ul style="list-style-type: none"> Infection transfer by pillows, linen donna, blankets, heaters, windows 	<ul style="list-style-type: none"> Members to clean and sanitize prior to leaving All pillows and bedding removed, and occupants bring their own
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 Daily cleaning/sanitizing Hand washing notices required
Adult TV / pool 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"> Daily cleaning/sanitizing
Children's playroom	<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"> Daily cleaning/sanitizing
Sauna	<ul style="list-style-type: none"> Closed 	<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"> Daily cleaning/sanitizing Keep windows open when Gunuma is occupied when possible
General use areas – corridors, stairs	<ul style="list-style-type: none"> Contamination when persons enter and touch surfaces, door handles, windows Door handles, railings 	<ul style="list-style-type: none"> Daily cleaning/sanitizing
General	<ul style="list-style-type: none"> Provide tools for people to use to self check and sanitize. 	<ul style="list-style-type: none"> Ensure adequate supplies are available Sanitizing stations

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.

Cleaning checklist for Lodge areas

Area	Items to Clean/disinfect	
General	Doorknobs/surfaces Garbage and recycling bins Window sills and window handles Vacuum cleaners Washer/dryer units	Laundry – sinks, washers, storage Light switches/pulls Railings Tabletops Thermostats/heaters
Kitchen	Cabinet handles and pulls Doorknobs	Kitchenware Sinks, benchtops Ovens/microwaves Fridges – handles, internal areas
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

Area	Items to Clean/disinfect	
Bedrooms	Doorknobs Railings Lamp chains/switches Light switches/pulls	Cupboards/dressers Window sills and window handles

Committee Member Tasks associated with this Plan

Logistics

- Cleaning products
- Sanitiser

Maintenance

- Place blankets and pillows in lofts including wrapping against dust

Environment

- Signs

GAO –Suggested Way to do this.

- Remove Waiver form from all booking Emails. No longer required from date this document is started.
- Email COVID safe plan to all winter occupants with a reminder regarding tea towels and pillows / bedding. Send to all bookings when made. Not sure if the document can be included in the Booking email.
- Email advice regarding tea towels, pillows and bedding 4 weeks prior to arrival This will be a new email to be done manually four weeks out.
- Email advice regarding tea towels, pillows and bedding 1 week prior to arrival. Include in Booking Reminder email sent automatically by the booking system a week before booking.

Communications

- Update web site. Remove Waiver form links
- Monthly messaging – COVID safe plan, pillows and blankets, tea towels, cleaning

VP

- Cleaning forms for signing
- WHM duties