

# BRINDABELLA SKI CLUB



## LODGE OPERATIONS GUIDE – WINTER 2020

The success of day-to-day lodge operations and the enjoyment of people staying in our lodges rely heavily on members co-operating to get things done. The following guide provides information that is important to your stay.

If you need help or advice, please contact the Administration Manager using [admin.mgr@brindabellaskiclub.org.au](mailto:admin.mgr@brindabellaskiclub.org.au). Contact details for Committee members are available in Christie or from the Club website.

### COVID-19 - CHANGES TO LODGE OPERATIONS

Due to COVID-19, lodge operations for winter 2020 are substantially changed from previous years. Authorities consider our lodges to be a high-risk environment. The changed operations are necessary for our Club to comply with NSW Health orders and the directions of other authorities.

All members are asked to carefully consider their decision to utilise the lodges this season with the understanding that:

- the experience will be significantly different to normal;
- you will be required to accept increased responsibilities; and
- you will accept the associated risk.

To minimise the chance of an outbreak of COVID-19 taking hold in the resorts **all guests are encouraged to download the [COVIDSafe App](#)**. In the event of an infection outbreak or cluster, the more people who are running the COVIDSafe app during their stay in the lodges and when on the slopes, the faster and more extensive contact-tracing can occur and assist authorities to minimise spread of the disease.

The Club has prepared a CovidSafe Plan adapted from the National COVID-19 Coordination Commission (NCCC) COVIDSafe Plan. Compliance with the new CovidSafe plan has led to changes in our Lodge procedures. The Club's CovidSafe Plan is [here](#).

Before travelling to the lodges, all Club members will complete a standard COVID-19 health check and a knowledge test to confirm their understanding of their responsibilities to ensure our lodges are as safe as possible.

Members will also be asked to agree to a waiver of liability as provided at the end of this document.

Upon arrival at the lodge, all guests will complete the standard COVID-19 health check and undergo a temperature check.

**If a Member or an Associate does not complete or fails the COVID-19 health check before their stay or during their stay, or if they develop COVID-19 symptoms during their stay, their booking**

will be cancelled. They and everyone in their group will not be allowed to stay in our lodge. The [2020/21 Bookings Rules, Rates and Dates](#) document provides more information on changes to the Cancellation Policy for this year.

During your stay, members and guests are responsible for ensuring the Lodge has been cleaned to the high standard required as this is an important strategy to minimise transmission risk. Not following this directive may lead to a Lodge being shut down. Sanctions may be applied to members or their guests in these instances.

Lodge duty rosters reflect the additional cleaning responsibilities. Posters in each bunkroom and in common areas will provide specific cleaning instructions for members and guests. Appropriate sanitisation and cleaning supplies will be provided.

We have established protocols to ensure our lodges are sanitised after the departure of each guest however we cannot guarantee that all surfaces and touchpoints remain sterilised. Incoming guests are asked to sanitise their bunkrooms before moving in.

Australian health authorities recommend that gloves and face masks are not required in public places, however these and other Personal Protective Equipment (PPE) will be available should a guest develop COVID-19 symptoms and for specific cleaning tasks.

We recommend that guests who wish to wear gloves and face masks whilst participating in normal activities in the lodge should bring their own supplies. You may also wish to bring a small bottle of hand sanitiser to put in your pocket while you are skiing.

The government has advised that, within accommodation and other similar facilities, a minimum of 4 square metres is required for each person (typically in dining areas but this figure can also be used for other communal areas). Signage in the lodges will indicate the capacity of communal areas.

Lodge Managers and Lodge Leaders have additional responsibilities this year to ensure that our lodges operate in accordance with the COVIDSafe Plan.

## 1. BEFORE YOU LEAVE FOR THE MOUNTAINS

### 1.1 COVID-19 QUESTIONNAIRE

Before the Triplist is finalised, members will be asked to complete on behalf of all the people in their booking group will complete a standard COVID-19 health check and a knowledge test to confirm their understanding of the responsibilities to ensure our lodges are as safe as possible.

### 1.2 FOOD

- Except for salt, pepper and sugar, NO FOOD PANTRY ITEMS ARE PROVIDED. (See attached pantry list.)
- You must bring ALL the food and condiments you require for the duration of your stay.

There are no shops in Guthega where food can be bought. In Thredbo there is a small supermarket. In 2020 Thredbo restaurants are likely to operate at reduced capacity. Items in pantries labelled as "Club Use Only" must not be used except in conjunction with Club events and with the approval of the Lodge Manager.

- Alcohol in pantries must not be used except in conjunction with Club events and with the approval of the Lodge Manager.

- If the pantry is locked, please consult the Lodge Manager or Lodge Leader.
- If you note shortages of any supplies including paper or cleaning products, please advise the Lodge Manager or Lodge Leader during your stay and/or the Provisioning Officer Maria Stavreas via [m.stavreas@gmail.com](mailto:m.stavreas@gmail.com) or 0415 304427 on your return from the mountains.

### 1.3 TRIP LISTS

- On the Friday morning prior to your stay you will receive a 'Triplist' email containing lodge access codes. The email will contain a link to the Club website to look up the bed allocations for your lodge, access the Lodge Operations Guide and guide for the use of the Oversnow Vehicle, access to the Guthega overnight parking form and Lodge Leader's report.
- The 'Triplist' email will also contain any special information relevant to your booking.

### 1.4 PROVISIONS COLLECTION

- Provisions for each lodge regularly need to be taken to the mountains on Sunday morning. – This counts as a lodge duty if you are staying at Thredbo - and two lodge duties if you are staying at Guthega (as you need to lug the provisions from the car park to the lodges).
- If you can take provisions, please contact the Provisioning Officer Maria Stavreas via [m.stavreas@gmail.com](mailto:m.stavreas@gmail.com) or 0415 304427 ASAP after receiving the trip list email.
- Provisions are generally collected from Jindabyne or from Campbell in Canberra. Campbell is not far from Canberra Airport and is convenient for those travelling from Sydney.
- The approximate time for collection of provisions MUST be confirmed with the Provisioning Officer.
- Please bear in mind that if everyone leaves it to someone else you may find there is a shortage of critical provisions or a maintenance task is left undone.

### 1.5 LODGE ACCESS

If you do not receive notification by email, to obtain the current door code, please contact the Administration Manager on [admin.mgr@brindabellaskiclub.org.au](mailto:admin.mgr@brindabellaskiclub.org.au) or (02) 6100 4272. On Friday or over the weekend, please send an SMS requesting the door code to the respective Lodge Manager. Mobile numbers are listed below.

- Please DO NOT rely on other people to let you in to the lodges.
- Please DO NOT assume the door code is the same as the last time you used the lodge.
- Specific information relating to opening/closing each of our lodges is provided below.
- To reduce the risk of theft, please always keep external doors CLOSED.

### 1.6 BED LINEN & TOWELS

Please bring your own towels as they are not provided.

Due to COVID-19, linen supplied in previous years has been removed from bunkrooms for 2020. Please bring your own pillow, doona or sleeping bag, pillow, sheets, and pillow slips. A mattress protector is supplied for each bed.

If you are bringing a sleeping bag you must also bring a bottom sheet, pillow, and pillow slip.

It is a health requirement for you to provide the listed items. Bunkrooms will be checked to ensure guests have brought and are using appropriate linen.

If you forget to pack your towel, pillow, doona or sleeping bag, sheets, or pillowcases, please inform the Lodge Manager or Lodge Leader immediately, who will be able to rent some to you.

### Tiobunga

In Tiobunga Room 13 has a queen bed (L203cm x W153cm x D29cm).

Room 5 has a queen bed and a thin king single (L203cm x W92 x D29cm).

All other beds are thin king singles (L203cm x W92cm x D29cm) so normal single sheets do not fit. Your king single sheets or flat double sheets will fit.

Note that two thin king single beds zipped together are the same size as a king size bed (203cm x 184cm x D29cm) - you may have difficulty finding a sheet to fit so flat sheets are recommended.

### Kyilla

In Kyilla Room 4A has a double bed. Rooms 2 and 3 have a bunk with a 7/8<sup>th</sup> single on the top and a king single underneath, and two queen singles that may be joined. All other beds are singles.

### Waragun

In Waragun (Thredbo), **Rooms 3 and 4 each contain 3 beds** (1 bunk and one single). All other rooms contain two split king beds (L203cm x W93cm) so normal single sheets do not fit well (flat double sheets are better). Two thin king single beds can be placed together (and fastened with a Velcro strip) to form a bed that is just larger than a king size double bed (L203cm x W186cm). You will have difficulty finding a sheet to fit so flat sheets are recommended (no fitted sheets).

#### 1.7 TELEPHONE (AND FAX)

There is NO OUTGOING LONG-DISTANCE TELEPHONE SERVICE. All mobile, ISD and STD calls are barred from telephones in the lodges.

Please limit your calls to ten minutes to give people trying to ring in a chance to get through. Please do not use the telephone to make internet connections.

The fax is for incoming faxes and Club use ONLY.

Lodge	Telephone #	Fax #
Kyilla	(02) 6457 5577	
Tiobunga	(02) 6457 5329	
Guthega Manager - Winter Only -	(02) 6457 5511 0466 263 344 - Winter Only	(02) 6457 5511
Waragun (Thredbo) - Winter Only -	(02) 6457 7370	
Thredbo Manager	(02) 6457 7369 0439 444 116	(02) 6457 7370

In Guthega village, mobile phone coverage is variable depending on carrier and precise location. Coverage is good for Optus and Optus resellers such as Virgin, etc, however if you

are a Telstra, TPG or Vodafone customer, do not rely on your mobile phone whilst inside the Guthega lodges!

At Thredbo, mobile phones work well both inside and outside the lodge.

### 1.8 INTERNET AND EMAIL

At Thredbo, an ADSL Internet connection is available. There is a wireless router and, also a computer desk outside the Manager's flat that has a cable connection for those without a wireless facility. Please limit downloads and uploads. This service is provided for light usage such as e-mail and web browsing. We have a limited data plan as the service provider that we use offers no unlimited plan, and heavy use can consume all our quota before the end of the month. Please minimise bandwidth intensive uses such as streaming video or music, uploading or downloading large files or conducting web conferences. Overuse impacts on other lodge users and on the Lodge Manager's ability to perform important duties. Excessive use will be investigated.

At Guthega ADSL is not available. Optus has a base station in Guthega so broadband wireless internet connectivity is possible using Optus and Optus resellers, with your own service plan and equipment. Some members have had limited success with Telstra NextG.

### 1.9 VEHICLES

- **Chains** are compulsory items of luggage for 2WD vehicles within the designated 'snow - ice risk' sections of the Kosciuszko National Park between 1 June and mid-October. Have the correct size chains and know how to fit them.
- **4WD & AWD vehicles:** the RTA recommends carrying chains - especially if drivers are inexperienced driving in snow/ice risk sections, as there is a high rate of accidents in this area involving these vehicles.
- **A shovel, groundsheet, work gloves, torch and jumper-leads** are highly recommended items of equipment for your car.
- **Antifreeze** is essential to prevent the coolant in your radiator and engine from freezing.
- **Guthega Parking** is in the 'Authorised Car Park' just down the road from the day car park, in the 'Touring Car Park' several hundred metres down the road and in a limited number of spaces between the Nordic Centre and Kyilla. Please display a **Parking Permit** (attached to the trip list e-mail or available from the lodge) on your front windscreen. The permit details your registration number, the lodge you are staying at and the period of your stay. You may also like to include your mobile phone number in case the snowplough operators need to contact you to move your vehicle. If snow clearing is required, you may be asked by the Lodge Manager to move your vehicle during your stay. You are NOT permitted to park in the Day Car Park overnight. (If you do, you may be fined, or worse still, you could find your car "modified" by the snowplough!).
- **Thredbo Parking** for twelve cars is provided and it is important that these be used. There are three spaces on the northern side of the lodge adjacent to the front door and three spaces under the main western deck (if you want to use these, please drive as far forward as you can). There are also six spaces on the eastern (river side) edge of the public car park. Please use the key hanging on the coat rack in the entrance area to unlock a car park rather than park in the public overnight car park. Relock the chain when you leave.

### 1.10 SHOPPING

- There are NO shops in Guthega that sell food to prepare in our lodges. Guthega Inn no longer provides a lunch menu for the public. There is a supermarket in the train

station at Perisher Valley, so you can ski over to Blue Cow and get the train to Perisher. Perisher has not committed to opening food services at the Burning Log in 2020.

- Thredbo Village has a small supermarket and several shops, restaurants, bars and nightclubs for your entertainment within a 10-minute walk of the lodge.
- To avoid crowding and long queues associated with shopping at Woolworths Jindabyne, we recommend members should shop in larger supermarkets at home or in Cooma.

## 2. YOUR ARRIVAL

**For winter 2020 you should plan to arrive at the lodge between 12:00 midday and 4:00pm.**

**If you are unable to arrive before 4:00pm you should contact the Lodge Manager.**

Do not plan to access the Lodge before 12:00 midday.

Due to COVID-19, during winter 2020, IF YOU ARRIVE BEFORE 12:00 MIDDAY, YOU MUST NOT ACCESS THE LODGE FOR ANY REASON. Leave all your luggage in your car. You may leave your Esky outside in the snow or in the shade until it is time to move in. Be careful, crows will eat your food if it is not adequately packaged.

Please contact the Lodge Manager or Lodge Leader immediately upon arrival in the resort – before you unpack your luggage. Better still if you can call or send an SMS to announce your expected arrival time shortly before you reach the resort.

Due to COVID-19 restrictions you are not allowed to occupy the lodge until every member of your booking group has had a COVID-19 health check and temperature check when you arrive. This will be performed by the Lodge Manager or Lodge Leader, who will also provide a brief induction covering specific COVIDSafe procedures and responsibilities that will apply during your stay.

**Please do NOT re-arrange the trip list. (Only the Lodge Manager may do this).**

Leaving bunkrooms unused, or “rested” every second week is an important component of the COVIDSafe plan. It ensures that there will be no recent contamination by an infected person. Rooms designated as being rested are not to be used. Do not enter empty rooms for any reason.

**Do not place food in the kitchen fridge or pantry freezer until after mid-day.**

Guests are asked to sanitise their allocated pantry storage spaces and bunkrooms before using them.

Your booking group will be provided with your own cutlery and crockery for exclusive use during your stay.

Special conditions will apply to kitchen usage. As well as physical distancing requirements, guests are expected to minimise the amount of time they spend in the kitchen. Culinary extravaganzas will not be allowed this year. Members should consider the use of pre-prepared meals that largely require only reheating and should aim to keep preparation time to 15-30 minutes,

Lodge duty rosters reflect additional cleaning requirements specified by health authorities. Please check the roster and ensure your jobs are completed to a high standard. Posters in each bunkroom and in common areas will provide specific cleaning instructions for guests. Appropriate sanitisation and cleaning supplies will be provided.

It is expected that each guest may spend up to 30 minutes each day to complete their COVIDSafe cleaning duties.



At the end of each booking period the performance of guests against the COVIDSafe Plan will be reported. If guests are unable to follow COVIDSafe instructions, the Committee may have to consider closing our lodges.

Specific information relating to opening each of our lodges is provided below.

### 3. TRANSPORT FROM CAR PARK TO GUTHEGA LODGES

During the Winter season Mt Tate Road is closed from just beyond the car park.

The options of moving gear and food the next 150-200 metres to the lodges are:

- carry in all items
- use Club toboggans as available
- make use of the Club's Over Snow Vehicle (OSV) if available.
- **Please note: Self-drive of the OSV** is only possible if you have previously obtained a licence. Otherwise, another member who is licenced may be able to assist. Refer to the separate document on the Club's **Lodge Operating Procedures and Information** webpage for more detailed information about the OSV and about obtaining a licence.

### 4. YOUR DEPARTURE

If you are skiing on the day of your departure, please leave your packed bags on your bed and clean your room before hitting the slopes.

**You should complete your room cleaning and lodge duties and leave the lodge by 4.30pm.**

Due to COVID-19 you will be required to perform additional cleaning and sanitising in 2020. Cleaning instructions will be displayed in each bunkroom. Lodge duties have been adjusted accordingly and where special instructions are warranted, signage is provided in the appropriate space.

It is expected that each guest may spend up to 60 minutes to complete their COVIDSafe cleaning duties before departure.

**Do not leave food of any kind. Please take it home with you or dispose of it.**

Food left in the fridge or freezer at the end of the booking period will be disposed of unless belongs to guests staying on for the next booking period.

Fridges and freezers must NOT be used for long term food storage.

On departure you should take your skis, boots and luggage with you even if you are returning later in the season. There is not enough room in our lodges to store your clobber.

Specific information relating to opening and closing each of our lodges is provided at Point 6.

### 5. DURING YOUR STAY

Our more experienced members are encouraged to warmly welcome newer members and associates and help them settle in.

The way our lodges run varies a little depending which lodge you stay in and who you share the lodge with. If you are new to a lodge, please take a little time to familiarise yourself with how things work. If in doubt, ask. Don't worry too much if you do something a little differently from the way it is normally done. You may be introducing a better way!

## 5.1 ROSTERED & COVID-19 DUTIES

Rostered duties enable our lodges to run smoothly and keep your accommodation costs down.

- Due to COVID-19 in 2020 guests are required to undertake significantly more responsibility for cleaning. It is expected that each guest will spend an additional 30-60 minutes each day to perform rostered and other cleaning duties
- EVERYONE staying in the lodge is to do a fair share of lodge duties.
- Adults should consider others when choosing duties. Please don't take 'kid friendly' jobs and leave harder or more complex jobs to children. That doesn't pass as "fair"!
- Parents may have to complete duties for their children if the children are unable to complete duties satisfactorily.
- The duty roster is posted on the notice board from 11.00am on Sunday.
- In addition to your rostered duties, you are also required to clean:
  - Your bedroom and en-suite
  - Immediately after use, all communal areas including (but not limited to) those used for meal preparation, dining, kitchen clean-up, lounge, ski room and laundry.

## 5.2 GENERAL RESPONSIBILITIES

In addition to the rostered duties, it is expected that you will assist the easy operations of the lodge by acting in a way that ensures:

- External doors are always CLOSED.
- Washing up, drying up and putting away are completed in a timely manner. The "Dishwasher" is for sterilising crockery and cutlery. It is not efficient at removing food scraps so scrub those items before placing on the "Dishwasher" trays.
- The dishwasher is unpacked when it has completed its cycle.
- Common areas including kitchen, lounge room, ski room, drying room and workshop are maintained in a tidy state.
- Bathrooms have liquid soap and adequate supplies of spare toilet rolls.
- Bottles, cans, and plastics are sorted for recycling.
- Food is clearly labelled, and food is not left on benches or tables.
- Leftover food is taken with you when you leave.
- SHOES: Outside shoes are removed at the entrance area and changed for soft inside shoes.
- Only ski boots and clothing worn "below the waist" should be placed in drying rooms. Hats, helmets, goggles, neck warmers, gloves, tops, and jackets must not be placed in drying rooms or any other common area. Please dry all clothing and equipment used "above the waist" in your bunkroom.
- DO NOT drape any clothing over your bunkroom heater.
- Supplies in need of replenishment and equipment in need of repair or replacement are identified. Please do not assume someone else has reported something, instead speak to the Lodge Manager, or there is no Lodge Manager in residence then to the Lodge Leader or make a note on the Lodge Leader's report.
- Details of any proposed ski tours are notified to responsible people who will be staying in the lodge on your return and who are not in the touring party (such as the Lodge



Manager) and recorded on the notice board. Complete the NSW NPWS [Trip Intention Report](#).

- Choice of music is alternated with that of other lodge users.
- Noisy activity ceases at 11pm.
- Skis and snowboards are not to be taken into the bunk rooms - if you are worried about security, bring a lock and cable.
- NOT ALLOWED IN THE LODGES
  - Smoking
  - Loud or offensive behaviour
  - Any other behaviour that adversely affects the use or enjoyment of the lodge by other users.
  - Refer to the Club's Code of Conduct '10 Commandments' on website and in Lodges for further information about appropriate lodge behaviour

### **5.3 FIRE SAFETY**

The Club's Fire Evacuation Plan is located next to the fire system control board, on the notice board in each lodge and other strategic positions.

### **5.4 SMALL CHILDREN**

Children are welcome in our lodges and are expected to behave in a manner that does not adversely impact on the enjoyment of others. There is a shared responsibility to ensure a convivial atmosphere is maintained when children are staying in the lodge. Should an issue arise, please approach the child, their parent or the Lodge Manager or Lodge Leader directly.

Please DO NOT put dirty nappies in the rubbish bins in the lodges. Hygienic nappy storage systems are provided in the Guthega lodges. Parents using the nappy storage system should ensure the dirty nappies are removed from the lodge before departure. In Waragun (Thredbo), nappies should be tied in a plastic bag and placed in the outside rubbish bin.

### **WARNING – EXTREME DANGER**

Small children must be drilled that they must not leave a lodge unless accompanied by an adult. To comply with fire regulations, it is made extremely easy to exit our lodges. If your child exits a lodge alone, will they be able to re-enter? Will they know where the door chime is?

During winter, please do NOT allow children (or adults) to play on the roof or behind Tiobunga within the protective fence. When a 15cm slab of snow slides from the roof it does so with great force and instantly creates a pile of snow and ice over 180cm deep. It is extremely dangerous!

### **5.5 SAUNA**

Due to COVID-19 the sauna in Tiobunga will not be available in 2020.

### **5.6 LODGE MANAGER**

The Lodge Manager will promote a friendly and cooperative atmosphere in the lodges and enhance the smooth running of the lodges.

The Lodge Manager is your first point of contact for assistance.

The duties of the Lodge Manager are to:

- Oversight the smooth and safe operation of the Lodge(s).
- Oversight the Club COVIDSafe Plan.

- Perform the role of Fire Evacuation Warden.
- From 12.00 midday Friday, act as the point of contact for members seeking short notice bookings for the following Sunday to Saturday.
- Post trip lists on lodge notice board – usually by 12.00 midday Saturday, or on Sunday morning. Trip lists provided to members by email are indicative only. In consultation with impacted persons the Lodge Manager may change bed allocations to maximize safety. Remember, you book a bed not a room.
- Perform basic lodge maintenance, arrange access for tradespeople and manage maintenance issues as required.
- Establish and revise job rosters to meet changing needs.
- Confirm that lodge duties are performed.
- Perform a limited number of regular cleaning & housekeeping duties – The specifics vary between lodges.
- Perform or arrange additional cleaning duties, as necessary.
- Maintain lodge phone/fax/Internet communications.
- Control the pantry inventory and liaise with the Provisioning Officer to ensure agreed food and other supplies are available.
- Manage lodge security and lodge energy requirements.
- Represent the Club in any discussions with resort management and other lodges on local issues. For example, Guthega car-parking.

The following is a list of jobs which do NOT form part of the Lodge Manager's duties:

- Cooking meals.
- Cleaning individual rooms.
- Shovelling snow.
- Taking the garbage to the hoppers.
- Bringing up the food from the car park and packing it away.

Please understand that the position of Lodge Manager is a part-time one. While your Lodge Manager is generally happy to be of assistance whenever required, they would appreciate consideration in relation to their personal time.

## **5.7 LODGE LEADER**

Due to COVID-19, in 2020 the Lodge Leader assumes an important role to ensure lodge operations follow the Club's COVIDSafe Plan. They will assist lodge guests and the Lodge Manager to do what is expected this year. Lodge Leaders will be contacted before the start of their bookings to ensure they understand their role.

### **If Lodge Manager is in residence**

The Lodge Leader's responsibility is to work with the Lodge Manager to ensure the lodge operates smoothly and to facilitate your enjoyment of a happy, relaxed atmosphere in the lodge. The Lodge Leader role includes:

- Introduce themselves to all guests.
- Act as a point of contact for any concerns when Lodge Manager is not available.
- Liaise with Lodge Manager about any issues.
- Complete and return the Lodge Leader's report to the Lodge Manager

**If Lodge Manager is NOT in residence**

The Lodge Leader is responsible for the management of the lodge for the period indicated on the trip list. The Lodge Leader will assist you by answering questions and addressing concerns.

The Lodge Leader reports to the Committee by completing the Lodge Leader form (included on triplist webpage) and submitting it to the Administration Manager at [admin.mgr@brindabellaskiclub.org.au](mailto:admin.mgr@brindabellaskiclub.org.au).

The role of the Lodge Leader includes:

- Confirm the safe arrival of guests.
- Introduce themselves to all guests.
- Is not authorised to change bed allocations shown on the trip list except with the agreement of the Lodge Manager. This is a safety issue in case of lodge evacuation.
- Ensure lodge duties are performed. According to specific requirements at the time, Lodge Leaders may adjust lodge duty roster or request additional duties. The Lodge Leader role is considered a duty itself, so Lodge Leaders are not required to undertake an additional duty from the roster.
- Complete the Lodge Leader report and email it to addresses above
- Perform the role of Fire Evacuation Warden.
- Address situations involving unsuitable behaviour or where lodge rules are contravened. Report these situations to the Committee via the Secretary, Robert Griffin ([secretary@brindabellaskiclub.org.au](mailto:secretary@brindabellaskiclub.org.au)). Is responsible for the lodge being left clean and secure

**Enjoy your time in the Lodge**

**Happy Boarding, Skiing, Snowshoeing, Mountain Biking, Walking...**

## 6. OPENING & CLOSING OF LODGES

### 6.1 TIOBUNGA

#### To Open Tiobunga

1. Gain entry via the main southern door that has a combination lock fitted.
2. The downstairs switchboard is located in the short corridor to the workshop on your right-hand side after you have passed through both glass doors. Follow the switch instructions found inside the switchboard. If required, use the torch nearby.
3. The upstairs switchboard is in the pantry, opposite the kitchen. Follow the switch instructions found inside the switchboard.
4. Do NOT touch the switchboard found outside the lodge

#### To Close Tiobunga

1. Ensure the lodge is clean
2. Ensure all doors and windows are locked and the curtains are closed
3. Fridges are left ON
4. Follow the switch instructions found inside the switchboards. First turn off the switches as directed in the Pantry switchboard. Then do the same in the switchboard in the workshop area. Leave the HOT WATER switch ON unless trip list instructs otherwise.  
***Please note that isolation of the electricity shuts down the water supply to the lodge.***
5. Take all recycling and garbage out and dump at dumpsters at car park.
6. Do not leave ANY of your unused food in the lodge.

### 6.2 KYILLA

#### To Open Kyilla

1. Gain entry via the main door that has a combination lock fitted. It helps to pull the door towards you when turning the latch (as it takes pressure off the bolt).
2. The switchboard is located above the bench (to the left) in the ski area
3. Turn on the two MAIN SWITCHES at the top of the switchboard
4. Check HOT WATER switch is ON – located outside the power board on its right-hand side

#### To Close Kyilla

1. Ensure the lodge is clean
2. Turn thermostat in lounge to OFF position
3. Leave fridges ON and closed
4. Leave HOT WATER switch ON unless trip list cover sheet instructs otherwise
  - a. Ensure all circuit breakers are left ON
  - b. Ensure entrance and ski room lights are ON
5. Turn OFF electricity at the MAIN SWITCHES at the top of the switchboard
6. Take all recycling and garbage out and dump at dumpsters at car park
7. Do not leave ANY of your unused food in the lodge.
8. Please physically check all five external doors are closed and latched. We have had cases of some of these doors being left open.

### 6.3 WARAGUN (THREDBO)

#### To Open Waragun

1. Gain entry via the main door that has a combination lock fitted.

#### To Close Waragun

1. Ensure the lodge is clean
2. Ensure all doors and windows are locked
3. Ensure all towel rails are switched off.
4. Leave fridges ON and closed

5. Ensure all lights (and even the entrance light switch) are turned OFF. (The entrance light will still turn on for arrivals as it has a motion detector)
6. Place all recycling (except paper) and garbage in the BSC Bin Enclosure (adjacent to the Car Park on the river side of the lodge).
7. Ensure paper recycling is removed from the lodge and taken for recycling.
8. Do not leave ANY of your unused food in the lodge.

## 7. Available Pantry Items All Lodges

Except for salt, pepper and sugar, **NO FOOD PANTRY ITEMS ARE PROVIDED.**

*Please send an email message to Maria Stavreas via [m.stavreas@gmail.com](mailto:m.stavreas@gmail.com) or 0415 304427 advising any items that require restocking.*

### **AVAILABLE PANTRY ITEMS - ALL LODGES 2020**

Matches

White sugar

Salt & pepper sachets

Plastic Wrap

Alfoil

Baking Paper

Freezer bags, small

NB SOME TISSUES ARE PROVIDED IN  
COMMON



## 8. WAIVER OF LIABILITY

Members must acknowledge the following waiver of liability

1. The Brindabella Ski Club has put in place several preventative measures to reduce the spread of COVID-19. However, the Club cannot guarantee that you, your guests, or anyone else will not become infected with COVID-19. Further attending the Club could increase your risk of contracting COVID-19.
2. The Club has adopted the World Health Organisation Interim Guide and Operation Considerations for COVID-19 Management in the Accommodation Sector. You must familiarise and comply with those guidelines and ensure your guests do the same. You must also comply with any direction from the Lodge Manager. A copy of these guidelines is available in Club lodges and on the Club website. You can also familiarise yourself with those requirements at:  
<https://apps.who.int/iris/handle/10665/331638>.
3. You must also comply with all Federal and State Government social distancing requirements and guidelines including the requirement to remain at a distance of 1.5 metres from any other individual.
4. You are also responsible for ensuring that all your guests comply with all COVID-19 requirements.
5. Any breach or non-compliance with any COVID-19 requirements may lead to a direction being issued to you and/or your guests by the Lodge Manager to immediately leave the premises. If such a direction is issued you must comply with it.
6. By signing this form you agree to the above conditions and you also acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that you or your guests may be exposed to or affected by COVID-19 by attending the Club and that such exposure or infection may result in personal injury, illness, permanent disability or death. You further understand that the risk of becoming exposed or infected by COVID-19 at the Club may result from the actions, omissions or negligence of yourself or others including but not limited to Club employees and volunteers.
7. You voluntarily agree to assume all of the foregoing risks and to accept the sole responsibility for any injury to you or any of your guests which may experience or incur in connection with attendance at the Club's premises. You hereby release, discharge and hold harmless the Club, its employees, agents and representatives of and from any claims including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. You understand and agree that this release includes any claims based on acts, omissions or negligence of the Club, its employees, agents and representatives whether the COVID-19 infection occurs before, during or after your attendance at any Club premises.
8. You further agree that if you or any of your guests display any flu like symptom then you must immediately notify the Lodge Manager.

Signed: .....

Dated: .....

Print name: .....