

BRINDABELLA SKI CLUB (BSC) LODGES

Tiobunga Ski Lodge

Tate Road Guthega

Kyilla Ski Lodge

Tate Road Guthega

Waragun Ski Lodge

Mackenzie Place Thredbo

***Brindabella Ski Club
COVID Safe Plan***

1 Use and Occupation of Lodges

1.1 General requirements

Visitors to BSC lodges are reminded that ski lodges with communal areas are considered “High-Risk Settings” in terms of their risk of enabling the spread of infectious disease (similar to cruise ships, aged care facilities and boarding houses). These facilities therefore require much more stringent hygiene measures than other general settings. There are numerous resources issued by state and federal government departments in relation to the COVID pandemic including general hygiene and individual protection. These resources should be referred to in the context of a “High Risk Setting”.

Therefore it is imperative for all visitors to:

- 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 - stay home, avoid large gatherings if they are not essential
- Minimise physical contact keep 1.5mtrs away from others
- Wear a face mask in community settings where social distancing is not possible or problematic.*
- The club strongly recommends that you download and turn on the Covidsafe app to your phone.

There are sanitising stations installed strategically around the lodges to assist members and their guests to 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 the Lodge. This is not exhaustive and is a guide only. Additional instructions will be prominently displayed for specific cleaning instances.

* Health authorities currently only stipulate the use of face masks in areas of active community transmission of coronavirus. In-line with this advice the club does not currently require the use of face masks in the lodges (17 July). Guests are welcome to bring their own face masks to wear in the lodges if they wish. Each lodge has a limited stock of disposable face masks intended to facilitate the departure of guests from the lodge if they develop symptoms or for use by the lodge manager for cleaning.

The Club directs 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 Brindabella Ski Club lodges

If you or one of your party are unwell you must not come to the lodges.

All members and guests are required to consent to have COVID19 swabs in the event of developing any symptoms whilst staying in the lodge or within 48 hours of leaving the lodge. They must also consent to inform the club of their result (whether positive or

negative). Members and guests will only be permitted to attend if they have a means of assistance to leave the lodge and return home safely in the event that they become unwell.

A member or their guests will not be permitted to attend the lodge if:

- They are a confirmed or suspected case of COVID-19 and have not been released from isolation in accordance with NSW Health guidelines. Refer to the NSW Health guidelines for “COVID-19. Release from Isolation”¹
- They have returned from overseas within 14 days of their visit to a BSC lodge and have not been released from isolation in accordance with NSW Health guidelines. Refer to the NSW Health guideline for “COVID-19. Release from Isolation”²
- They are the subject of a Health Order based on their address or recent travel movements.
- They are subject to a quarantine notice, self-isolation notice or similar.
- They are a close contact with a known infected person within 14 days of their visit to a BSC lodge and have not been released from isolation in accordance with NSW Health guidelines. Refer to the NSW Health guideline “Home isolation guidance for close contacts”³
- They are unwell and/or are showing symptoms of COVID19 or any other infectious disease. Common symptoms of an infectious disease (including COVID-19) may include:
 - - Fever and/or chills
 - - Cough
 - - Sore throat
 - - Body aches
 - - Excessive fatigue
 - - Vomiting and/or diarrhoea

1.3 Occupation of Lodge

Due to various government restrictions and guidelines, the use of the Lodge during the COVID pandemic will change in the following ways:

- There will be a restriction in the number of people using the Lodge at any one time.
- There will be restrictions as to how internal spaces can be used.
- There will be a greater focus on continuous cleaning and hygiene.
- There will be an increased need for members to supply linen and kitchen requirements
- There will be added requirements in the event that a member or guest is infected by COVID previously or whilst at the Lodge, or if they display COVID like symptoms.

The Club’s response to each of these is set out below.

1.4 Numbers 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 (typically in dining areas but this figure can also be used for other communal areas).

¹NSW Health guideline “COVID-19. Release from Isolation” [<https://www.health.nsw.gov.au/Infectious/covid-19/Pages/release-from-isolation.aspx#conf>]

²NSW Health guideline “COVID-19. Release from Isolation” [<https://www.health.nsw.gov.au/Infectious/covid-19/Pages/release-from-isolation.aspx#conf>]

³ NSW Health guideline “Home isolation guidance for close contacts” [<https://www.health.nsw.gov.au/Infectious/factsheets/Pages/advice-for-contacts.aspx>]

The Club is licensed to accommodate no more than 26 persons at any one time in Tiobunga, 23 in Kyilla and 25 in Waragun. The Table calculations in Appendix A suggest that use of the Lodge cannot get to the authorised maximum number of persons as it would be very difficult to ensure distancing compliance.

However, a higher density of accommodation could be permitted than the Table calculations in Appendix A set out if large family or household groups are using the accommodation (on the basis they are one household). There is also the potential to use facilities such as the kitchen and dining areas in "shifts" eg two shifts in the dining area and kitchen.

The Club Management will adopt the numbers from the Table calculations in Appendix A as general guidelines recognising that there may be situations where a slightly higher density would be acceptable while ensuring social distancing occurs.

1.5 Lodge cleaning

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 the Lodge being shut down. Sanctions may be applied to members or their guests in these instances.

The checklist in Appendix A provides some guidance on the cleaning approach (this is not exhaustive). Each Weekly Lodge Leader will be tasked in ensuring compliance with these requirements. Not following the Weekly Lodge Leaders directives may lead to sanctions.

1.6 Actions in the Event of a suspected or confirmed COVID-19 infection in Lodge

1.6.1 Suspected COVID-19 Infection

- Any guest who develops severe symptoms whilst staying in the lodge:
 - Call 000, affected guest must apply PPE and follow advice from emergency services.
 - Any people attending the affected guest must wear full PPE: mask, gloves and goggles (consider gown if available),
 - Notify the lodge manager/leader +/- admin manager ASAP

- Any guest who develops mild or moderate symptoms whilst staying in the lodge:
 - Affected guest to apply a surgical mask and gloves (available from the lodge supplies). Continue thorough hand sanitation.
 - Immediately notify the lodge manager/leader +/- admin manager and, pack up and leave the lodge. This must be done with minimal interaction with others. Avoid any further use of shared areas – leave shared areas tasks to others in the party. Attempt to leave the lodge by a back entrance.
 - The individual must use private transport to leave and should have another individual capable of driving if they become unwell. They must not use the OSV to leave the lodge as driver or passenger if physically capable. In that event they will be required to travel directly to their home location and wear a mask when outside the vehicle for refuelling or toilet breaks. They should also avoid crowded areas and stopping at such busy places like fast food outlets.
 - Personal belongings of the affected guest should not be placed into the OSV. If a sled is used to transport personal belongings of the affected guest it must undergo a “deep clean” or be quarantined for 7 days then undergo a “standard clean” prior to reuse.

- An unaffected member of their party must perform an additional “standard clean” to the affected room and any areas that the affected individual has recently accessed within the lodge prior to their departure. No other individual should clean the room.
 - The affected individual must attend for a COVID test ASAP – testing is available in Canberra in Weston and in EPIC. Testing facilities are being introduced at Cooma, Jindabyne and the resorts (check access times). The results of the test usually return within 2 days. The individual must notify any relevant health care workers that they are from a “High Risk Setting”
 - The individual must give the result back to the admin manager +/- lodge manager as soon as possible.
 - The affected visitor must stay in home isolation whilst awaiting the results of the swab as per their applicable state/territory guidelines.
 - The affected visitor may only return for the remainder of their booking if they are confirmed as COVID negative and have become asymptomatic. Other members of the affected individual’s party may remain in/return to the lodge if they are asymptomatic and if they do not continue to occupy a currently affected room (see below)
 - The affected guest’s room must not be reoccupied until the guest’s COVID-19 test returns negative, or until the room has remained unoccupied for at least 7 days (whichever is sooner). Place signage on the room during this time. If the guest’s result returns negative, the room must undergo a “standard clean” prior to re-occupancy. If the guest’s test result returns positive then follow the “Confirmed COVID-19 Infection” procedure below.
- Any guest who develops any related symptoms within 48 hours of leaving the lodge:
- Must notify the lodge manager/admin manager immediately and attend a COVID test ASAP. The individual must notify any relevant health care workers that they have recently come from a “High Risk Setting”
 - Any subsequent guests in the affected guest’s room must be immediately moved to an alternate room.
 - The guest’s room must be closed and treated as per 1.6.1 (above).

1.6.2 Confirmed COVID-19 infection

Defined as any person who has developed symptoms whilst staying in the lodge OR within 48 hours of leaving the lodge AND becomes a “confirmed case” following a positive COVID-19 test result

The guest must do the following

- a) Immediately inform the lodge manager and Admin Manager of the positive test result.
- b) Follow isolation guidelines as per local state/territory guidelines.
- c) Seek independent medical advice if symptoms worsen.

The club must do the following

- d) Inform all current guests and any possible contacts of the affected guest of the positive result
- e) Ensure all guests immediately vacate the lodge
- f) Contact the local Public Health Authority to obtain advice and assist in contact tracing and follow any advice provided by the Public Health Authority. Any such advice provided by the Public Health Authority will be considered of greater authority than this COVIDSafe Plan and will take precedence to this plan.
- g) Inform all guests to return home immediately and commence a 14 day home based isolation unless otherwise informed by public health authorities.
- h) If any of those guests subsequently develop symptoms within the next 14 days they are considered “probable cases” and must follow local state/territory guidelines to have COVID testing.

- i) The club must close the affected lodge for 7 days, then do a “Standard Clean” of the lodge prior to re-occupancy.
- j) After the appropriate closure and clean the lodge may then be reopened. All subsequent guests should be notified of the recent positive result and be offered the option to cancel their booking.

As COVID-19 is a notifiable disease, the club is required under the terms of its lease to advise the following organisations of the infection: NSW Department of Health, NPWS and in the case of Waragun, Kosciuszko Thredbo Pty Ltd. The club must follow any direction issued by those organisations or their delegates

Affected members will be eligible for a pro-rata refund of up to 90% of the original booking fee.

Appendix A

Risk Management Response and Action Plan

COVID19 Pandemic Risk

COVID19 is a very specific risk to the operation of the Lodge. 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 are 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. | | |
| Manage and monitor Covidsafe Plan | <ul style="list-style-type: none"> ● Members will not follow the BSC Covidsafe Plan (the Plan) ● Lodge Managers and Lodge Leaders are not adequately trained ● Lodge Managers and Lodge Leaders are not adequately authorised to action elements of the Plan ● The plan is not updated to reflect activity within the lodges and changing Health Orders | <ul style="list-style-type: none"> ● Require Lodge Manager (LM) to undertake infection control training available from the Dept of Health ● Committee to authorise LMs and LLs to enact the plan and take actions in the interests of public health and safety ● Members to acknowledge authority of the BSC Committee. LM and LLs to take action in line with the BSC Covidsafe Plan ● LL and LM to report weekly on activities in the Plan ● Lodge Operations Sub-committee to actively monitor the Plan and amend as necessary. ● Lodge Operations Sub-committee to review and action weekly reports from LM and LLs, and reports from guests. ● Conduct post-visit survey of guests |
| Ensure members and guests are healthy prior to and upon arrival | <ul style="list-style-type: none"> ● Members may attend the lodge whilst unwell | <ul style="list-style-type: none"> ● Health questionnaire to be completed in week preceding arrival ● Health checklist and temperature check to be conducted by LL or LM on arrival. |
| Lodge entry | <ul style="list-style-type: none"> ● Contamination when persons enter and touch surfaces, door handles, security lock ● Members enter after using the OSV (TIOBUNGA) | <ul style="list-style-type: none"> ● Provide hand sanitizer station ● Daily cleaning/sanitizing ● Clean OSV/key/keysafe after each use ● COVID 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 to be negotiated to ensure equal access ● Daily cleaning/sanitizing ● COVID safe signs displayed ● Ensure social spacing & restriction of numbers ● Provide hand sanitizer station ● No fresh food preparation. All guests are to bring pre-prepared food. Heating/cooking of pre-prepared |

| | | |
|-------------|---|---|
| | <ul style="list-style-type: none"> Members may incorrectly use kitchen sinks for hand washing High pressure spray contributes to spread of droplets | <p>food in the oven or microwave is acceptable</p> <ul style="list-style-type: none"> All plates, cups, glasses, utensils, etc are removed from communal storage and communal cupboards are closed off. Each room will have a dedicated space for adequate supplies (eg utensils, plates each, cups, etc). All condiments to be removed. Only salt, pepper and sugar provided. Guests advised to bring their own supplies and remove after their week. All tea-towels to be removed and only paper towels are used. Provide boxes of disposable gloves. Provide specific guidance on use of the kitchen via signage Disable high pressure spray and provide guidance on correct dishwashing procedure Install foot operated lidded garbage bins Remove food containers and eskies used by members from pantry areas. Advise members to wash and dry hands in rooms or other than kitchen sinks. |
| 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, Zip heater, blind wands, light switches Social distancing constraints | <ul style="list-style-type: none"> Sanitation stations Monitor hand washing before and after meals. Ensure social spacing & restriction of numbers using signage and table placement Remove excess chairs and tables Co-ordinated dining times to ensure social spacing Wipe down tables and chairs with detergent immediately before and after every meal. Wipe down tea and coffee preparation areas after each use. 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, light switches and sit on seats Social distancing constraints Fan heating circulating droplets | <ul style="list-style-type: none"> Identify and mark appropriate zones for social spacing Sanitation stations Hand washing notices Cleaning/sanitizing after every use COVID safe signs displayed Turn off gas heater replace with panel style heaters as necessary |
| Bedrooms | <ul style="list-style-type: none"> Infection transfer by pillows, linen doonas, blankets, heaters, window winders, power outlets and light switches | <ul style="list-style-type: none"> Cleaning/sanitizing after use Remove lodge pillows and linen. Guests to bring own pillows, sheets, doonas and covers (or sleeping bag and bottom sheet or outer sheet) |

| | | |
|------------------------------------|--|---|
| | | <ul style="list-style-type: none"> Emergency supplies of doonas and blankets to be washed at high temperature with adequate detergent COVID safe signs displayed Cleaning log clipboard for monitoring. Clear signage re cleaning/disinfecting. |
| 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 on arrival and before departure Hand washing notices required COVID 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 safe signs displayed |
| Laundry | <ul style="list-style-type: none"> Contamination when persons enter and touch surfaces, door handles, sinks, washing machine, dryer, storage, heaters, windows | <ul style="list-style-type: none"> Cleaning/sanitizing after every use Hand washing notices required COVID safe signs displayed |
| Public toilets | <ul style="list-style-type: none"> Contamination when persons leave and touch surfaces, door handles, sinks. | <ul style="list-style-type: none"> Wiped down with disinfectant daily, Sanitizer at entrance Adequate soap and paper towels provided Signs re handwashing |
| 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 from masks, goggles gloves and parkas Contamination when persons enter and touch surfaces, door handles, heaters | <ul style="list-style-type: none"> Wiped down with disinfectant daily, Clothes and ski gear separated by room occupation. Recommend moving dry clothing and equipment to bedrooms as soon as possible |
| Boot room | <ul style="list-style-type: none"> Poorly ventilated space However, boots are considered low risk, | <ul style="list-style-type: none"> Optional for boot liners to be removed and dried in bedrooms Signs to limit time in rooms and maintain social distancing |
| General | <ul style="list-style-type: none"> Provide tools for people to use to self-check and sanitize. | <ul style="list-style-type: none"> Provide forehead thermometer in lodge. (Include spare and batteries) Ensure adequate cleaning and personal protective equipment supplies are available |
| Sauna (TIOBUNGA) | <ul style="list-style-type: none"> High risk environment | <ul style="list-style-type: none"> This area is high risk and is proposed to be closed |
| Over snow vehicle (OSV) (TIOBUNGA) | <ul style="list-style-type: none"> Contamination when persons touch surfaces, door handles, keys. | <ul style="list-style-type: none"> Damp wipe using detergent (Use Isopropyl wipes/sprays on electrical switchgear) |

Managing numbers within the Lodge at any one time to achieve social distancing guidelines (1 person per 4 square meter as at 25 June 2020)

Standard NSW Health COVID 19 signage is displayed in each common area. Each sign displays the name of the space, the area and the maximum number of occupants to meet social distancing guidelines.

| TIOBUNGA | | |
|----------------------|-------------|--------------------------|
| | AREA | MAXIMUM OCCUPANCY |
| Kitchen | 31.5m2 | 7 pax |
| Dining area | 41/8 m2 | 10 pax |
| Lounge | 42.35 m2 | 10 pax |
| Laundry | 12 m2 | 3 pax |
| Downstairs lounge | 30.8 m2 | 7 pax |
| Drying room/Ski room | 21.7 m2 | 5 pax |
| Entry foyer | 25.4 m2 | 6 pax |

| KYILLA | | |
|--------------------|---------|--------|
| Kitchen | 13.8 m2 | 3 pax |
| Lounge/Dining area | 40 m2 | 10 pax |
| Drying room | 5.5 m2 | 1 pax |
| Ski room | 15.6 m2 | 3 pax |

| WARAGUN | | |
|-------------------|---------|--------|
| Kitchen | 34.7 m2 | 8 pax |
| Dining area | 38.0 m2 | 9 pax |
| Lounge | 42.2 m2 | 10 pax |
| Downstairs Lounge | 19.0 m2 | 4 pax |
| Foyer | 13.0 m2 | 3 pax |
| Tuning room | 7.0 m2 | 1 pax |
| Drying room | 8.9 m2 | 2 pax |
| Ski room | 11.0 m2 | 2 pax |

Appendix B Brindabella Ski Club Lodges

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. Include under chairs. |
| | 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. Ensure all vacuums have HEPA filters | Remove non-compliant vacuums. Clean vacuum filters every vacuum cycle. Empty dust bags into plastic garbage bags, seal and place in bins. (Avoid creating dust) |

General Cleaning Checklist for Lodge Areas

| Area | Items to Clean/disinfect | |
|-------------------------|---|--|
| General | Doorknobs/surfaces Cleaning appliances: Garbage and recycling bins Hanging spaces Keys/keypads Light switches/pulls Railings | Laundry – sinks, washers, storage Tabletops Thermostats/heaters Window sills and window handles Vacuum cleaners Washer/dryer units |
| Kitchen | All utensils, appliances, pots/pans, barbecues, etc Cabinet handles and pulls Doorknobs Dishwashers | 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 (including underneath) 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 |
| Over snow vehicle (OSV) | All cabin controls and switches, steering wheel and gear knob, door handles, seat belts. Luggage compartment handles and frequently touched areas. | Damp wipe using detergent (Use Isopropyl wipes/sprays on electrical switchgear) |

Version control log.

V1.1 Development version

V1.2 Development version

V1.3 Registered version

V1.4 17 July 2020 – :

- Includes advice on the use of face masks.
- Includes advice re testing stations in the snowfields.
- Directions for cases to proceed home directly.
- Increased emphasis on monitoring.
- Removes requirement that Lodge Leaders undertake infection control training.
- Version control log instituted.
- Additional advice on cleaning underneath chairs and tables included.