**COVID-19 Safety Plan** - **Iltis Ski Lodge**

**Version 3: As at 2 July 2020**

The purpose of this COVID-19 Safe Plan is to keep our members, guests and lodge as healthy and safe as possible during the COVID-19 outbreak. **This plan will be revised as conditions and restrictions change, which is happening frequently, so please remember to re-read this Plan each time you visit the Iltis Ski Lodge.** Each update will be reflected in the date and version.

**1. General requirements**

There are numerous resources issued by government in relation to the COVID-19 pandemic including general hygiene and individual protection. In this regard:

1. Practice Good hygiene (see websites below)
2. Cover your mouth when coughing and sneezing
3. Wash your hands with soap and water
4. Wash down surfaces
5. Use alcohol-based hand sanitisers
6. If you are sick stay home (Self isolate)
7. Minimise physical contact keep 1.5m away from others
8. Download the COVIDSafe App
9. To support contact tracing all members & guests (including minors) to sign-in to the physical log book on arrival and departure from the Lodge. Temperature on arrival should also be recorded. These details will be kept safely in accordance with government/Business Victoria guidelines and accordingly will be destroyed after 28 days.
10. There are sanitising stations installed strategically around the Lodge to assist members and their guests to comply with these requirements as well as advice in relation to cleaning requirements.

**2. Restrictions on attendance at Lodge**

A member (or their guest/s if/when permitted) will not be permitted to attend the lodge if:

1. They are or have been infected with COVID-19 and are not clear of the infection (i.e. are COVID-19 negative).
2. They 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 COVID-19.
3. They are subject to a quarantine notice, self-isolation notice or similar.
4. They have or may have been in contact with a known infected person and have not tested negative for COVID-19 after the expiration of the incubation period (nominally 14 days).
5. They are unwell and/or are showing symptoms of COVID-19 and have not tested negative or those test results are not yet available.
6. **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:

1. There will be a restriction in the number of people using the Lodge at any one time (currently 20).
2. Only members (and guests if/when permitted) booked to stay at Iltis are allowed to enter the Lodge.
3. As much as possible groups booked in will be allocated their own bathroom and kitchen space/crockery/cutlery etc. Whilst sharing of these facilities with other groups is allowed according to DHHS guidelines as of 22 June 2020 we ask that members respect any allocation of facilities by the Hut Manager to minimise the risk of transmission of COVID-19.
4. There will be a greater focus on continuous cleaning and hygiene.
5. There will be requirements (see point 6 below) in the event that a member or guest is infected by COVID-19 previously or whilst at the Lodge, or if they display COVID-19 like symptoms.
6. **Numbers using the Lodge**

The government has advised that in indoor spaces there is a maximum of 20 persons allowed and a minimum of 4 square metres is required for each person to ensure social distancing compliance. As of 22nd June 2020 shared facilities are allowed.

The number of groups & people allowed at Iltis and in each area of the Lodge has been calculated in accordance with these rule, and is set out in the table below. There will be signs at each Lodge showing the numbers of people allowed in each area.

Based on our bedroom capacity here is a maximum of 20 people allowed to stay at Iltis including the Hut Manager.

In accordance with Government guidelines the required square metres per person is currently 4 square metres per person. It is the responsibility all members and guests to ensure these guidelines are adhered to. There will be signage to remind members the quota allowed in any space. **Common areas:**

|  |  |  |
| --- | --- | --- |
|  | **Area** | **Density Quotient** |
| Kitchen – cooking area | 15.4 | 4 |
| Kitchen – washing up/fridge area | 12.9 | 3 |
| Dining area | 37.2 | 9 |
| Upper Lounge | 44.2 | 11 |
| Lower lounge | 28.1 | 7 |
| Drying Room | 10.9 | 2 |
| Boot fitting area (was games room) | 39.7 | 10 |
| Main entry/boot fitting area | 32.2 | 8 |
| Downstairs bathroom (excl showers) | 6.3 | 1 |

**Bedrooms:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | **Occupancy limit** | |
|  | **Area** | **Density Quotient** | **If same household/ relationship** | **Not from one household** |
| Room 1 | 12.71 | 3 | 3 | 2 |
| Room 2 | 9.92 | 2 | 2 | 1 |
| Room 3 | 10.8 | 2 | 2 | 1 |
| Room 4 | 10.8 | 2 | 2 | 1 |
| Room 7 | 10.75 | 2 | 2 | 1 |
| Room 8 | 10 | 2 | 2 | 1 |
| Room 9 | 12.8 | 3 | 3 | 2 |

The lodge will be set up to enhance social distancing between groups however all members and guests are required to ensure social distancing (1.5 metres) is maintained at all times and that the number of people in each area does not exceed that specified in the table above.

This will require members and guests staying at Iltis to limit numbers of people in the kitchen & dining area and abide by a rostering system for usage of these spaces.

1. **Lodge cleaning**

Members and guests are responsible for ensuring they clean & tidy any common areas of the lodge they use immediately after use to enable the Hut Manager to clean these areas of the lodge twice daily in accordance with DHHS guidelines. Each member is tasked in ensuring compliance with these requirements. Not following these may lead to sanctions.

The Hut Manager will ensure common areas and high touch areas are cleaned and disinfected at least twice per day. A record of cleaning will be kept.

The Hut Manager will ensure bedrooms and any allocated spaces, bathrooms or kitchen items are cleaned & disinfected in accordance with DHHS guidelines between groups.

**Appendix A** provides details of the cleaning plan.

1. **Actions in the Event of a COVID-19 contamination in Lodge**

If a person staying at Iltis, has or contracts COVID-19, the following process will be undertaken:

1. The infected person will immediately be required to self isolate and then transferred to suitable premises/accommodation/hospital. Transfer of the infected person will follow any specific requirements issued by the VIC Department of Health.
2. The infected person (or their family/friends) must supply their name and contact details without delay to the Hut Manager.
3. The Hut Manager will organise for Iltis to 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 in accordance with Government guidelines.
4. The Australian Government Department of Health will be advised of the infection by the Health authorities and the Club will follow any direction issued by the Department or their delegate. The Department will be issued with a list of all occupants/contacts by the Hut Manager without delay.
5. The Hut Manager will advise the relevant resort authority of the infection and the Club will follow any direction issued by the Service or their delegate.
6. The Hut Manager will organise a deep clean of the Lodge. No subsequent occupation will be permitted until such cleaning is complete.
7. All Iltis members will be advised of the infection.
8. The infected person must wear a face mask if leaving their room.
9. In the event of person collapsing only compression CPR to be performed and call emergency services.

If a person has symptoms of COVID-19 but the infection is not yet confirmed, the following process will be undertaken:

1. The person who has the symptoms will be required to have a COVID-19 test without delay.
2. The person must supply their name and contact details without delay to the Hut Manager.
3. The person will be isolated in their bedroom until such time as the COVID-19 test is confirmed or when it is feasible for them to leave (whichever is sooner). 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.
4. The person will not share any facilities with other groups within the lodge.
5. Iltis will inform all members (and guests if permitted) staying in the premises of the potential risk of infection. Additional cleaning may be required in the areas the person has accessed.
6. If the person vacates the Lodge prior to the outcome of a COVID-19 test, the person will be required to inform Iltis of the results of the COVID-19 test.
7. Iltis will monitor the COVID-19 test status and be informed of the departure of the person.
8. Iltis will follow up the person to confirm the results of the COVID-19 test. If that test is positive, Iltis will immediately inform all other persons that have occupied the Lodge during or after the person’s stay and commence the process set out above for a COVID-19 infection.
9. **Action Plan for the Lodge**
10. Appropriate signage to be put up including those on physical distancing, good hand and respiratory hygiene, COVID-19 symptoms and maximum number of persons allowed.
11. Set up areas to comply with allocation of spaces per group and optimise physical distancing.
12. Place hand sanitiser, paper towel, tissues etc. at entry & exit points as well as throughout the lodge.
13. Set up a system to record member & guest details to support contact tracing.
14. Set up record keeping folder for Hut Manager Staff (COVID-19) Health Questionnaire.
15. Set up system to record cleaning activities.

In addition the following will be undertaken in specific areas at Iltis:

|  |  |  |
| --- | --- | --- |
|  | **Guests responsibility** | **Iltis Responsibility** |
| Front Door | Clean keypad after each  usage  Sanitise hands prior to entering  the lodge | Alcohol based spray at the door  Sanitiser at the door |
| Ski Storage | Abide by social distancing requirements |  |
| Entrance  Area | Abide by social distancing including when putting on or off ski boots and outdoor clothing. | Hand sanitiser available |
| Drying Room | Only to be used for ski boots, outerwear, shoes & gloves if  wet  Gloves to be sprayed with  alcohol based spray prior to  being put in the drying room.  Groups must use only their allocated area | Signage areas for each group  Alcohol based spray available for gloves |
| Games Room | Abide by social distancing requirements  Abide by social distancing including when putting on or  off ski boots and outdoor  clothing. | All kids toys to be removed  Billiard balls & cues to be removed  Turn games room into additional entrance/boot fitting area to encourage social distancing between groups at all times. |
| Laundry | Usage only on request | Clean handles after usage by any groups |
| Stairs | Sanitise hands before going upstairs | Supply hand sanitiser at the bottom of the stairs |
| Dining area | Abide by social distancing requirements.  People who are not part of the same booking are not permitted to have a meal together.  Abide by a roster (if required) relating to dining area usage to ensure social distancing.  Clean & tidy area immediately after use in accordance with directions. | Hand sanitiser in easy assess spot  Tables to be rearranged to meet social distancing guidelines  Remove games  Make members & guests aware of how they are expected to clean area they use. |
| Kitchen | Sanitise or wash hands in accordance with DHHS  guidelines prior to entering the kitchen area.  Abide by social distancing requirements.  Abide by a roster (if required) relating to kitchen usage to  ensure social distancing.  Wipe down station/area prior to commencement of cooking if being shared with other groups.  Clean & tidy area immediately after use in accordance with directions  If any items have been  allocated to your group you  must only use these for the duration of your stay.  Tea towels to be single use only. | Place Hand Sanitiser & disposable gloves in easy locations at entrance and in the kitchen.  Where possible allocate to each group for the duration of their stay kitchen space & items including crockery & cutlery, glasswear & mugs etc.  After each group’s stay their allocated kitchen items are to be cleaned by the Hut Manager in very hot soapy water thoroughly.  Fridge – each group to have allocated their own fridge space.  Minimising number of group members in the kitchen & a roster may be required to ensure social distancing requirements are met.  Each kitchen area to have their own liquid soap. & paper towel for drying hands easily accessible. |
| Lounge &  lower lounge area | Abide by social distancing requirements  Clean & tidy area immediately after use in accordance with directions | Hand sanitiser station at entrance to Lounge area |
| Bathroom facilities | If allocated toilet & bathroom facilities ONLY use those  facilities that have been  allocated to your group.  Abide by social distancing requirements  Complete “wipe down”  process prior to and after each usage. | Minimise the sharing of bathroom  facilities by allocating where possible bathroom facilities to each group for  the duration of their stay.  Liquid hand soap, paper towel, rubbish  bin & cleaning products to be supplied  to each bathroom area.  Cleaning in accordance with DHHS guidelines of allocated bathroom areas to be carried out between each group.  Hut Manager to be allocated  bathroom facilities for their exclusive  use. |
| Bedrooms | Only enter allocated bedroom  Bring own pillow/pillowcase & doona/doona cover & sheet  Strip sheet off beds when leaving & place in provided laundry bag. | Each group to be allocated their own bedroom.  All linen that comes into contact with a guest (i.e. sheets) to be laundered in hot wash between groups. Guests to place linen in provided linen bag when checking out.  Guests to provide own doonas/doona covers/sleeping bags.  Other bedding (pillows and mattress protectors) to be clean as per usual schedule. |

**8. Other Club operations to support the COVID-19 plan**

1. Members and Guests are to complete a “self assessment” prior to arriving at Iltis as well as acknowledge the Waiver in Appendix B
2. To ensure deep cleaning, airing of rooms & avoiding “cross over” of patrons no new bookings to be taken that start on Sunday.
3. NO one night stays.
4. Check in & Check out times are as follows:

CHECK IN

Sunday - NO check in permitted

Mon - Check in from 12.00noon

Tues/Wed/Thurs/Fri -  Check in AFTER 5pm

Sat -No check in permitted

CHECK OUT

Sunday - Vacate ROOM before  2pm

              - Vacate  ILTIS before 5pm

Mon-Fri Vacate Iltis BEFORE 2pm

These times are to be adhered to unless by prior consultation with the Hut Manager. They are designed to enable to Hut Manager to clean areas in accordance with DHHS guidelines.

1. Day-trippers – bookings will need to be made with Hut Manager prior to attending to ensure social distancing is always maintained at the lodge. Attendance only for collecting personal items.

**9. Hut Manager**

1. Hut manager to complete the Staff Coronavirus (COVID-19) health questionnaire each morning.
2. Hut manager is the COVID-19 Response Officer and will oversee the implementation of Iltis’s coronavirus (COVID-19) plan, and ensure that correct processes are being followed, any relevant documentation is complete, and procedures are kept up-to-date to comply with current health information.
3. If Hut manager presents with symptoms the same procedures as a member of guest presenting with symptoms will apply and an alternative Hut manager will be arranged. If this cannot be arranged Iltis will shut down until such time as the Hut Manager is able to return to their role safely.

**APPENDIX A**

**Cleaning guidelines for Hut Manager**

Cleaning will be carried out in accordance with COVID-19 DHHS guidelines, specifically “Cleaning & disinfecting to reduce COVID-19 transmission – Tips for non-healthcare settings (20 March 2020)”.

### Prior to opening the lodge apply [Siqura 30 Day Commercial Grade Surface Disinfectant Spray Kit](https://biosurfaces.com.au/shop/product/siqura-30-day-commercial-grade-surface-disinfectant-spray-kit/) to surfaces

These include:

|  |  |
| --- | --- |
| **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 cleaning product 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/high-touch areas – to be cleaned at least twice a day. | Doorknobs  Lamp switches  Garbage and recycling bins  Keypads  Light switches  Hand Railings  Tabletops  Benchtops  TV remote  Thermostats/heaters  Windowsills and window handles |
| Kitchen | All utensils, appliances, pots/pans, etc allocated to each group  Cabinet handles  Salt and pepper shakers  All crockery  Sinks,  Benchtops  Ovens/microwaves  Fridges handles  Windowsills and window handles |
| Bathrooms | Shower doors  Showers  Basins  Tap handles and spouts  Toilets  Windowsills and window handles |
| Dining | Doorknobs  Light switches/runs  Tabletops (including underneath)  Chairs  Windowsills and window handles |
| Lounge | Doorknobs  Lamp & Light switches  Lounges especially arm rests  Tabletops  Windowsills and window handles |
| Bedrooms | Bedhead railing  Bedside tables  Cupboards/storage areas  Bedding  Windowsills and window handles |

**APPENDIX B: WAIVER OF LIABILITY**

This will be sent as an email to each member prior to the booking start date and members must reply that they have read and agree to this.

**WAIVER OF LIABILITY**

1. The Iltis Ski Club has put in place a number of 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. Attending the Club could increase your risk of contracting COVID-19.
2. 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.
3. You are also responsible for ensuring that all your guests comply with all COVID-19 requirements.
4. Any breach or non-compliance with any COVID-19 requirements may lead to you and/or your guests being directed to immediately leave the premises.
5. By replying to this email 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.
6. 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.
7. You further agree that if you or any of your guests display any flu like symptom then you must immediately notify the Hut Manager.