



COVID-19 Guidance Document

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What are the symptoms of COVID-19?

A coronavirus infection can cause mild to severe respiratory illness. The most common coronavirus (COVID-19) symptoms reported are:

- fever
- breathing difficulties and breathlessness
- cough
- sore throat
- fatigue or tiredness.

COVID-19 is most likely to spread from person-to-person through:

- Close contact with an infected person.
- Touching objects or surfaces (such as door handles or tables) contaminated by a person with the infection.

If you develop a fever, cough, sore throat, tiredness and shortness of breath, you should seek urgent medical care. Your doctor will liaise with public health authorities to manage your care. You must remain isolated in your home, or a healthcare setting until public health authorities inform you it is safe for you to return to your usual activities.

For more information about the transmission and symptoms of COVID-19, see

https://www.health.gov.au/sites/default/files/documents/2020/04/coronavirus-COVID-19-frequently-asked-questions_10.pdf

Campgrounds Management Responsibilities to Staff

Due to working in proximity to other people and the potential to come into contact with potentially contaminated surfaces, steps must be taken to reduce the risks of exposure for campgrounds staff.

Employers have a duty to provide and maintain, so far as is reasonably practicable, a working environment that is safe and without risks to the health of employees. This includes preventing, and where prevention is not possible, reducing, risks to health and safety associated with potential exposure to COVID-19.

We recommend that all staff should complete an online training COVID -19 course, for example: <https://www.health.gov.au/news/how-to-protect-yourself-and-the-people-you-are-caring-for-from-infection-with-COVID-19>

Legal Duties

Employers have duties under the various OHS and WHS Acts, which include that they must, so far as is reasonably practicable:

- Provide and maintain a working environment that is safe and without risks to the health of employees and independent contractors.
- Provide adequate facilities for the welfare of employees and independent contractors.
- Provide such information, instruction, training or supervision to employees and independent contractors as is necessary to enable those persons to perform their work in a way that is safe and without risks to health.
- Monitor the health of their employees.
- Monitor conditions at any workplace under their management and control.

- Provide information concerning health and safety to employees, including (where appropriate) in languages other than English.
- Ensure that persons other than their employees are not exposed to risks to their health or safety arising from the conduct of the employer's undertaking.
- Consult with employees on matters related to health or safety that directly affect, or are likely to directly affect them.

Regardless of whether or not they are an "employer" for the purposes of the relevant Act, a person with management or control of a workplace must ensure, so far as is reasonably practicable, that the workplace and the means of entering and leaving it are safe and without risks to health.

Employees also have duties under the relevant Act, which includes that they must:

- Take reasonable care for their own health and safety and that of persons who may be affected by their acts or omissions at a workplace.
- Co-operate with their employer with respect to any action taken by the employer to comply with a requirement imposed by or under the Act.

Identifying Risks at Campgrounds

Employers must identify the level of risk to the health of employees from exposure to COVID-19 at their workplace.

This must be done in consultation with employees, so far as is reasonably practicable.

Some activities that may pose a risk of exposure to COVID-19 include:

- work that requires employees to be in close contact with others,
- using shared tools or equipment,
- sharing facilities such as bathrooms, kitchens and communal break areas.

Controlling Risks

Employers have a duty to provide and maintain, so far as is reasonably practicable, a working environment that is safe and without risks to the health of employees. This includes preventing, and where prevention is not possible, reducing risks to health or safety associated with potential exposure to COVID-19.

Management should provide information and brief all employees and contract staff, including catering and cleaning staff, on relevant information and procedures to prevent the spread of coronavirus to people in the campground setting.

Screening Staff and Groups

Employers should implement a screening process to minimise the introduction of COVID-19 to a campground site. These are detailed in the Risk Register component of this document, below.

For example, by asking employees returning to the campground if they have travelled, been in contact with any confirmed cases of COVID-19 or if they have flu-like symptoms.

This also applies to groups booking the site. A written record of response should be kept.

To ensure person-to-person contact is minimised, screening should be done over the phone or by other non-contact methods.

Messaging for Stakeholders at Campgrounds

1. For parents of children attending a camp - if your child is sick, they must not come to camp. You must keep them at home and away from others.
2. For children on camp - tell your teacher or a campground staff member if you are feeling sick.
3. For all adults (guests and staff) - the greatest risk of transmission in the campground environment is between adults. It is of utmost importance that campground staff, accompanying teachers and other adults maintain physical distancing between themselves and each other at camp.

Maintaining Personal Hygiene

Ensure that you:

- Teach and reinforce washing hands
[https://www.who.int/gpsc/5may/How To HandWash Poster.pdf?ua=1](https://www.who.int/gpsc/5may/How_To_HandWash_Poster.pdf?ua=1)
- Teach and reinforce covering coughs and sneezes among participants and staff.
- Have adequate supplies to support healthy hygiene behaviours, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), and tissues.
- Provide hand sanitiser at high traffic areas of the site (bathrooms, dining rooms, meeting areas, foyers, etc). Communicate with staff about hand sanitiser locations and encourage regular use.
- Display hygiene information in prominent locations (kitchens, dining rooms, bathrooms, sleeping areas, campground entrances). For a sample sign, see:

<https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-COVID-19-print-ads-simple-steps-to-stop-the-spread-coronavirus-COVID-19-print-ads-simple-steps-to-stop-the-spread.pdf>

- Provide hand washing facilities (whether permanent or temporary), such as a wash basin, clean running water, soap and paper towels, placed in strategic locations to ensure employees and participants can access them in a timely manner.
- Where possible, that rubbish bins have touch-free lids (eg foot pedal bins).
- Implement an appropriate waste management system.
- Ensure all employees and participants follow good hygiene practices, including washing hands frequently with soap and water for at least 20 seconds, covering coughs and sneezes, or coughing into their elbow or shoulder and avoiding touching eyes, nose or mouth.

Cleaning and Disinfection

The aim is thorough and regular sanitation.

Thorough and regular cleaning needs to be undertaken of all transit areas, communal and meal break areas, shared facilities (eg bathrooms and kitchens) and shared equipment.

1. Clean, sanitise and disinfect frequently touched surfaces (for example, playground equipment, door handles, sink handles, drinking fountains) multiple times per day and shared objects between use.
2. Avoid use of items that are not easily cleaned, sanitised, or disinfected.
3. Ensure safe and correct application of disinfectants and keep products away from unauthorised people.
4. Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods. Do not open windows and doors if doing so poses a safety or health risk (for example, allowing pollens in or exacerbating asthma symptoms) to children using the facility.
5. Take steps to ensure that all water systems and features (for example, drinking fountains) are safe to use after a prolonged facility shutdown to minimize the risk of any disease or illness associated with water.
6. For Venue Only hire, ensure that the above precautions and processes are undertaken and rostered by the group and that adequate resources are at their disposal for the duration of their stay.

For detailed cleaning advice, see:

<https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-COVID-19-environmental-cleaning-and-disinfection-principles-for-health-and-residential-care-facilities.pdf>

Physical Distancing - Indoors

An indoor gathering refers to a gathering within a single enclosed area (i.e. an area, room or premises that is or are substantially enclosed by a roof and walls, regardless of whether the roof or walls or any part of them are permanent, temporary, open or closed).

Refer to your home state's requirements regarding the number of people in a group that are able to be in an indoor space together, noting that these requirements will vary from time to time.

How to calculate the number of people for the size of your room

1. Measure the length of the room.
2. Measure the width of the room.
3. Multiply the length by the width to calculate the area of your room in square metres.
4. Divide the area of your room (calculated in square metres) by 4 to calculate the maximum number of people allowed.

Example

- Length = 8.25 metres
- Width = 10.6 metres

- Square metres: $8.25 \times 10.6 = 87.45$
- Maximum number of people: $87.45 \div 4 = 21$

Physical distancing of at least 1.5 metres between individuals should be implemented wherever possible.

- Plan for how physical distancing will be maintained during inclement weather (eg use of indoor meeting areas).
- Install temporary physical barriers (eg screens) where appropriate – eg meal service areas.
- Mark safe distances in common areas (eg bathrooms, dining rooms, accommodation areas, meeting spaces - on floors and walls).

Where it is not possible to undertake work tasks or deliver activities and maintain physical distancing, other control measures need to be implemented. For example:

- Encouraging non-contact greetings.
- Minimise the number of 'person to person' interactions that need to be completed within 1.5 metres.
- Minimise the number of individuals involved in activities that need to occur within 1.5 metres of each other.
- Provide personal protective equipment (PPE) (eg gloves, masks, glasses).
- Where possible, conducting briefings or debriefings outdoors or in environments with enhanced ventilation.
- Where possible, arranging furniture to leave as much space as possible between participants.

Physical Distancing - Outdoors /activities

Activity program designers should consider each activity and whether there is a safer alternative. If not, plan to undertake the activity with at least 1.5m distance between participants (including staff).

Plan the activity program to avoid the shared use of equipment or close contact wherever possible – eg plan a walk rather than an initiatives session.

Shared equipment

Harnesses, paddles, PFDs, etc should not be used by more than one person between cleaning.

Where it is not possible to eliminate shared use:

- Provide cleaning products (eg alcohol spray or solution) where equipment is located.
- Keep cleaning products with equipment as it moves around activity sites.
- Ensure all staff and participants thoroughly wash or sanitise their hands before and after every use.
- Ensure all parts of the equipment (eg including buckles, clips) are wiped down before and after use.

The shared use of phones, desks, offices, computers and other devices should also be avoided. Where this is not possible, these items should be regularly disinfected.

The waterslide should not operate until restrictions on their use are lifted by the State government. Use of play equipment by children at the campground is unlikely to appreciably

increase the risk of exposure to the virus when compared with other activities undertaken in camp. Camps that provide play equipment should consider the following sensible precautions:

- Separating groups at play; for example, by staggering break times and avoiding overcrowding.
- Cleaning play equipment between use by different groups (or at least daily).
- Ensuring children wash their hands (or apply alcohol-based hand rubs) before and after using play equipment.
- Excluding unwell children and staff.

First Aid

- Standard precautions should be adopted when providing first aid, for example gloves and an apron to use when dealing with blood or body fluids/substances.
- Always wash hands with soap and water or use a hand sanitiser before and after providing first aid.

What do to if a Staff Member or Participant is Suspected of Having COVID-19

Where there is a suspected or confirmed case of COVID-19 in a campground, the campground should contact the National Coronavirus Helpline ([1800 020 080](tel:1800020080)) which operates 24 hours a day, 7 days a week for further advice.

In the event of a suspected or confirmed COVID-19 case the relevant health authority will contact the individual to identify the close contacts and the casual contacts. If the employee or guest has attended a campground while they were infectious and had close contact with other people, this authority will contact the campground.

Employers should establish a response plan and procedure for suspected and confirmed cases, which should include:

1. Consultation and communication arrangements with staff (including casual and contractors), including making sure contact details are up to date.
2. Identify site locations for cleaning and disinfection.
3. Implement an appropriate cleaning and disinfection regime, which should be overseen by a competent person.
4. The competent person should advise that the cleaning and disinfection regime has occurred before re-entry to the affected areas.
5. Provide staff and upcoming groups with relevant information prior to re-entering the camp or visiting the camp.
6. Review and revise systems to ensure risks are effectively controlled, in consultation with staff.

Children or young people at camp experiencing symptoms compatible with COVID-19 (fever, cough or sore throat) should be isolated in an appropriate space with suitable supervision, and collected by a parent/carer as soon as possible.

COVID-Safe Plan

The purpose of this Plan is to protect the safety of staff when as they return to work in the office and in the field.

Being proactive

- Stay home if feeling unwell.
- If you have COVID-19 like symptoms (see below), you must get tested.
- All staff are required to complete online COVID-19 training <https://www.health.gov.au/news/how-to-protect-yourself-and-the-people-you-are-caring-for-from-infection-with-COVID-19>.
- Consider downloading the COVID-19 App.
- Consider having a flu shot.
- Comply with common protocols – coughing, sneezing, social distancing.
- Use non-contact greetings.

At the office

- Keep your workplace roster up to date on google sheets and check other staff member's rosters to avoid inadvertent office overcrowding.
- Sanitise hands on entering and leaving the office (use materials provided).
- Sanitise hands after using the kitchenette and bathroom.
- Use tissues and place used tissues / sanitising wipes in the bin.
- Workstations must be spaced to allow for a minimum of 1.5m between people. Our desks are 1.5M in length so allow for one desk length as a minimum.
- No more than six people in the office at any one time until we reach step 3 in the 3-Step Framework for COVID-Safe. <https://www.health.gov.au/resources/publications/3-step-framework-for-a-covidsafe-australia>
- Consider staggering lunch times.
- No sharing of utensils or condiments.
- Sanitise table after each use.
- No more than two people in the car at any time (one in front, one in back)
- Last person to leave the office each day will wipe down common touch points - printer controls, door handles, filing cabinet handles, light switches.

Recruitment / Induction / Training

- Online where possible.
- If meeting in person, carry out pre-meeting screening – any COVID-19 like symptoms (see below) = no face to face meeting, and interviewee must get tested.
- If meeting in person, try to meet outside or in a well-ventilated area.
- Maintain social distancing – minimum 1.5M.
- Use non-contact greetings.

- Provide tissues and hand sanitising materials.
- Put used tissues / sanitising wipes in bin.

Campground Staff

- Stay home if you are feeling unwell, or if you have been in contact with anyone diagnosed with COVID-19 and have yet to complete your 14-day self-isolation.
- If anyone has COVID-19 like symptoms (see below), they must get tested and cannot attend the campgrounds.
- All staff are required to complete online COVID-19 training <https://www.health.gov.au/news/how-to-protect-yourself-and-the-people-you-are-caring-for-from-infection-with-COVID-19>.
- Consider downloading the COVID-19 App.
- Consider having a flu shot.
- Comply with common protocols – coughing, sneezing, social distancing.
- Use non-contact greetings.

Guests / travel:

- Pre-camp screening – if any COVID-19 like symptoms (see below) = that person cannot attend campgrounds and they must get tested.
- No guest is to attend a campground if feeling unwell even if they have non COVID-19 like symptoms (see below).
- Travel – ideally no more than two people in a car: driver plus one in rear seat.
- If using a bus, space passengers to maintain social distancing ie one person per row of seats.
- Wipe down common touch points – steering wheel, gear lever, column stalks, door handles, seatbelt clips, window lifts / slides, boot handle, trailer handle if used – before and after travel.
- Provide tissues and hand sanitising materials.
- Put used tissues / sanitising wipes in bin (may need to purchase a lined foot pedal operated bin for hire bus use).
- Empty receptacle into a safe bin regularly.
- Avoid public toilets / public spaces on route to the campgrounds if possible. If unavoidable, try to maintain sanitising as best you can.
- The host site will maintain best practice – bathrooms, dining rooms, sleeping areas, equipment, etc.
- Record all staff and participants on site in case of a need for future contact tracing.
- Use facemasks, apron and disposable gloves when providing personal care.
- Don and doff as per <https://www.youtube.com/watch?v=84CydmuHxD8>
- Immediately dispose of used PPE.
- Daily temperature checks using hand held digital thermometers.

Note: Be aware that (i) a person may run quite high range normally, (ii) time of test might affect outcome and (iii) have an agreed process in place if someone tests outside of range – eg point below.

- If any guest or staff member shows any COVID-19 like symptoms they must leave the camp immediately and self-isolate.
- Where there is a suspected or confirmed case of COVID-19 in a camp, the camp should contact the National Coronavirus Helpline ([1800 020 080](tel:1800020080)) which operates 24 hours a day, 7 days a week for further advice.
- In the event of a suspected or confirmed COVID-19 case DHHS will contact the individual to identify the close contacts and the causal contacts. If the employee or participant has attended a camp while they were infectious and had close contact with other people, DHHS will contact the camp.
- All incidents involving any symptoms or possible infection breaches must be logged.

Self-Cater groups

See Self-Catered Groups COVID-19 template below

Post camp:

- If any guest or staff member exhibits any symptoms up to two weeks after returning from campground, the Campground coordinator and Campground Manager must be advised so that contact tracing can be initiated if deemed necessary by health authorities.
- Complete sanitising of all camp equipment on completion of camp, ready for next use.
- Re-stock gloves, facemasks, aprons, thermometers, sanitisers, tissues, wipes.

Most common COVID-19 symptoms:

- fever
- dry cough
- tiredness
- runny nose

Less common symptoms:

- aches and pains
- sore throat
- diarrhoea
- conjunctivitis
- headache
- loss of taste or smell
- a rash on skin, or discolouration of fingers or toes

Seek immediate medical attention if you have serious symptoms. Always call before visiting your doctor or health facility.

People with mild symptoms who are otherwise healthy should manage their symptoms at home. Must get tested.

On average it takes 5–6 days from when someone is infected with the virus for symptoms to show, however it can take up to 14 days.

Items to be included into Groups Co-ordinators and Kitchen Supervisor Documents in COVID-19 response.

The guidelines and risk register supplied by Camp Somerset/Watson Park have been compiled from direction provided by State and Federal Governments, as well as industry peak bodies, and are designed to provide a safe place for and care for the wellbeing of Camp Somerset/Watson Park Staff, guests and contractors during the COVID-19 pandemic. Self-catered groups are not exempt from these guidelines and must ensure that this COVID-19 Safe Plan is adhered to.

In addition to the above, groups must:

- Provide a list of names, contact number and email address of all people that will be onsite at any time during your stay
- Physical distancing is to occur as detailed above
- Dining rooms are to be cleaned and subsequently sprayed with disinfectant spray after each meal
- Frequently touched surfaces including tables, benchtops, handrails and door handles are to be cleaned regularly (at least twice daily). This includes bedrooms, bathrooms, toilets, meeting rooms and the kitchen.
- Bins are to be emptied regularly (at least once a day)
- Food Service –
 - All plates, cutlery and utensils are to be washed in the dishwasher.
 - Cutlery is to be stored and served in individual paper sleeves.
 - Food is to be plated by a minimum number of people who have taken the appropriate food safe steps before serving. NO SELF SERVICE ALLOWED.

On behalf of the above named group, I have read and understand the COVID-19 Safe Plan for hire of the venue and agree to these conditions and accept that it is my responsibility as camp coordinator to see that they are adhered to.