

20. COVID-19 PROCEDURES (COVIDSAFE PLAN)

10.1 Understanding COVID-19

What is the coronavirus disease (COVID-19)?

Coronavirus disease (COVID-19) is an infectious disease that is caused by a newly discovered form of coronavirus.

COVID-19 is a respiratory infection that was unknown before the outbreak that started in Hubei Province, China, in December 2019. Other known forms of coronaviruses include Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS).

What are the symptoms of COVID-19?

The most common symptoms of COVID-19 are fever and respiratory symptoms, such as coughing, sore throat and shortness of breath.

Other symptoms can include runny nose, acute blocked nose (congestion), headache, muscle or joint pains, nausea, diarrhoea, vomiting, loss of sense of smell, altered sense of taste, loss of appetite and fatigue.

Most people infected with COVID-19 will recover without special medical treatment. Some people, such as those with underlying medical problems or disease and older people, are more likely to suffer from more serious symptoms of the diseases.

How is COVID-19 spread?

The virus that causes COVID-19 can be transmitted through respiratory droplets, smaller particles (aerosols), direct physical contact with an infected individual, and indirectly through contaminated objects and surfaces. People may be infectious for several days before they develop symptoms.

Respiratory droplets and aerosols that are produced when an infected person coughs or sneezes. Droplets may also come into contact with the person's eyes, nose or mouth or be inhaled. Airborne transmission of COVID-19 through small particles called aerosols can also occur through coughing, sneezing, breathing and talking, with the greatest risk in indoor, crowded and inadequately ventilated spaces. Aerosols can remain suspended in the air and travel further than 1 metre (longer range).

A person may also be infected if they touch a surface contaminated with the COVID-19 virus and then touch their mouth, nose or eyes before washing their hands. Research shows that the COVID-19 virus can survive on some surfaces for several hours to a few days, depending on the surface type and environmental conditions.

10.2 Communication, Information and Training

10.2.1 Communication

All UC Camping sites have a visitor sign in register to record all visitors to a site as well as the State Government QR code system. Anyone visiting a site such as deliveries, suppliers, contractors, guests and volunteers will need to register their visit.

It is critical that visiting groups continue to provide accurate and regularly updated attendees list. This includes any day visitors.

Visitors and guests are to ensure that when they attend any UC Camping site, they are COVID-19 symptom free.

UC Camping will continue to conduct briefings to groups upon arrival with an emphasis on the procedures in this document.

10.2.2 Information

UC Camping have installed display signage for staff, guests, and visitors in high visibility locations. These signs include:

- Information about the symptoms of coronavirus (COVID-19).
- Hygiene practice in bathrooms, kitchens, and dining halls.
- Promotion of physical distancing through prominently and appropriately placed signage.
- Pedestrian directional (arrows etc.) management in dining halls to avoid crowding at mealtimes.

10.2.3 Training

All UC Camping staff will have completed the Department of Health's online training COVID-19 course:

Protect yourself and the people you are caring for from infection with COVID-19

All UC Camping staff will complete the Victorian State Government Staff Coronavirus (COVID-19) Health Questionnaire before the start of each shift.

All UC Camping staff will undertake training on the updated cleaning practice.

UC Camping will undertake in-house training regularly or as updated advice is received from the relevant industry bodies, to refresh their knowledge of current best practice.

10.3 COVID-19 Measures

10.3.1 Physical Distancing

- 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.
- 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.

- UC Camping sites will follow indoor density quotients (2 and 4 square metre rule) in line with current guidelines.

10.3.2 Wearing a Face Covering

- Face masks will be used by UC Camping staff, guests and visitors in line with current guidelines.
- UC Camping will provide PPE to staff.
- Staff will be provided with appropriate information on the use of face coverings and training on how to fit them, when to use them and how to dispose of them.
- If staff provide their own cloth masks, they will be informed that they must be washed daily and that more than one mask per shift may be required. If the mask is visibly dirty or wet, the mask will need to be changed immediately. If they do not have a second mask UC Camping will provide a mask.
- During catering shifts only disposable masks provided by UC Camping will be permitted.

10.3.3 Personal Hygiene

All UC Camping employees, guests and visitors are required to practice good health and hygiene while staying at UC Camping sites. This includes:

Washing hands:

Wash hands regularly with soap and warm water for at least 20 seconds and then drying with disposable paper towel. All UCC employees, guest and visitors must wash their hands:

- Before and after eating
- After coughing or sneezing
- After going to the toilet

Good hygiene also requires the following:

- Cover coughs and sneezes with an elbow or a tissue
- Avoid touching the face, eyes, nose and mouth
- Dispose of tissues hygienically
- Stay more than 1.5 metres away from others
- Do not shake hands and avoid any other close physical contact where possible
- No spitting
- Cleaning and sanitising of plant and equipment after use

10.3.4 Cleaning and Sanitising

UC Camping sites will continue to be thoroughly cleaned prior to the arrival of guests as per UC Camping procedures. Additional cleaning and sanitising procedures have been introduced.

This involves:

1. An entire clean of the entire site between groups.
2. An increase in the frequency of the regular cleaning.
3. High touch points will be cleaned more frequently. High touch points include, but are not limited to;
 - doors (door handles, handrails and guardrails);

- Light switches in common areas.
 - Taps / toilet buttons in common bathrooms.
4. All public bathrooms will be cleaned and sanitised regularly, as part of normal service cleans, by UC Camping staff.
 5. Hand cleaning / sanitising stations are available in high visibility locations and will be regularly checked and stocked. These will be pointed out to visitors and guests upon arrival.
 6. Soap will be provided in common bathroom areas to ensure regular hand washing.
 7. Where practicable, internal access doors are left open to reduce the touch points for visitors.
 8. Rubbish bins are available to dispose of paper towels, face masks and disposable gloves.

UC Camping has adopted the Department of Health and Human Services and WorkSafe cleaning and disinfection principles for COVID-19.

If any amenities are used by a visitor who may present with COVID-19 like symptoms, it will be closed for use until a thorough clean and sanitise has been completed and checked by the Site Manager.

There are changes to operations that guests must be made aware of:

1. UCC will not be providing pillows, linen or other bedding.
2. Guests must supply their own pillow and fitted bottom sheet. Charges will apply where UCC provides a fitted bottom sheet.

10.3.5 Vaccination

UCC Employees, Volunteers and Contractors

UCC will require all staff, volunteers and contractors to be fully vaccinated.

Guests and Visitors

All guests and visitors over the age of 16 will need to be fully vaccinated to attend UCC sites.

10.4 Catering, Transport and Activity Programs

10.4.1 Catering

UC Camping staff and groups on site will need to adhere to the physical distancing and current density limits when indoors, especially during mealtimes.

Catering staff will wear face masks as required by current guidelines.

Food will be served rather than guest 'self-service'.

Guests and visitors must wash and sanitise hands before meals or when performing duty group activities.

10.4.2 Transport

Transport to and from camp and for offsite activities during camp is provided by third parties (i.e., Bus and Coach companies). UCC will assist visiting groups by:

- Manage arrival and departure times and incoming / outgoing meal arrangements, to limit interaction between groups
- Bus drivers will be required to follow the directions (e.g., use of appropriate bathrooms, social distancing etc.) of the UCC Site Manager whilst on-site, until further restrictions are eased.

Where UC Camping provides transport (i.e., small buses with UCC employees driving) during a camp for program we will:

- Clean and sanitise high touch points e.g., door handles
- Staff will wear face masks as per current guidelines
- A log will be kept of the driver's name, date and time

10.4.3 Activity Programs

If UC Camping is conducting outdoor programs, we will consider each activity and whether there is a safer alternative. If not, we plan to undertake the activity with appropriate social distancing.

Measures include:

- UC Camping will continue to keep records of activities operated on and off site and which staff were in contact with each group at any point in time.
- UC Camping staff have received training on the adjustments required for CovidSafe practices whilst running the program.
- Participants will be required to hand sanitise before commencing an activity and at the conclusion of an activity.
- Activity equipment will be sanitised where required and if there is evidence that effective disinfection can be achieved without compromising the safety and performance of activity equipment.

10.5 Co-Hosting and COVID-19

UC Camping will continue to co-host at sites where appropriate separation between groups can be managed.

Multiple groups can attend a single facility, providing groups remain separated and do not share common facilities at the same time. Other activities can continue with existing CovidSafe measures.

To ensure the safety of all guests when co-hosting, UC Camping will ensure the following:

- Each group will have a dedicated dining hall.
- Each group will be served from a separate kitchen.
- Each group will have separate accommodation and bathroom facilities.
- UC Camping will provide a clear delineation on the site for both groups that are in residence.
- There will be strict outdoor recreation protocols identified in the group briefing at the start of the camp.

It is imperative that guests and UC Camping staff comply with the following:

- Only use the facilities that have been allocated.
- Visiting groups cannot mingle with other groups. This especially applies during free / down time during the program and must be managed by visiting group leaders.
- Respect separate outdoor recreation areas and schedules.
- Abide by the boundaries that will be established between the two parts of the camps.

10.6 Suspected or Confirmed Case at a UCC site.

10.6.1 Confirmed Case at a UCC Site

It is the responsibility of a client to inform UC Camping if they have a confirmed case of COVID-19 infection within their group.

If an employee, volunteer, contractor, supplier, guest or visitor are a close contact of someone who has tested positive

- **Workplace or education contacts:** You must isolate immediately from the time you are notified you are a workplace contact, get a PCR test within 24 hours of being notified and continue to isolate until you receive a negative result. A workplace contact is a worker (including subcontractors) who was in the same indoor space with another worker who had COVID-19. Your work has informed you that you are a workplace contact.
- **Education contacts:** You must isolate immediately from the time you are notified you are an education contact, get a PCR test within 24 hours of being notified and continue to isolate until you receive a negative result. You are an education contact if you or your child went to school, or childcare (including early childhood education) and was in the same indoor space with someone who has COVID-19. Your education facility has informed you or your child that they are an education contact.

Advice for education facilities

Education facilities are schools, school boarding houses, childcare, early childhood education and care centres.

- If someone went to an education facility while they were infectious, the case or a parent/guardian is required to tell the school or centre.
- The education facility must identify and inform the other staff and students who the case came into contact with while they were infectious.
- These contacts are required to isolate, get a standard (PCR) test at a testing centre, and stay isolated until they return a negative result, and show you evidence of that result before they return.

There may be other steps you should follow, including the recommended use of rapid antigen self-tests before entering sensitive settings

If there is an on-site confirmed case, or we are informed of a case from a client group, the Site Manager and UC Camping will follow the Victorian DHHS:

- I. 'Contact Assessment and Management Matrix' APPENDIX 1
- II. 'Employer notification form – confirmed coronavirus (COVID-19) case' APPENDIX 2
- III. 'COVID-19 Close Contacts Spreadsheet for Victorian Workplaces' APPENDIX 3

10.6.2 Suspected Case at a UCC Site

Any guest 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.

While a close contact of a suspected case can continue to be in the workplace they should monitor for symptoms, ensure physical distancing, use a mask and maintain personal hygiene (hand washing / sanitising).

The use of the Rapid Antigen Tests (RAT) may be appropriate at this time. This should not replace or delay the use of a PCR test. The guest or their carer must inform camp management of the result as soon as it is available.

- If a negative test, continue normal activities.
- If a positive PCR test, follow all points from **10.6.1 Confirmed Case at a UCC Site**

10.6.3 COVID-19 Outbreak at a UCC Site

- If there is an outbreak in **all other settings** (excluding households), an outbreak is defined as 5 or more persons who are diagnosed with COVID-19 within 7 days **Please complete the mandatory information by following the link below**

<https://www.coronavirus.vic.gov.au/covid-outbreak-notification-form>