

## **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 can infect other people through the eyes, nose, 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. 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:

- 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 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 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**

It is strongly recommended that all guests and visitors are vaccinated.

## **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 COVID - Suspected or Confirmed Cases & Close Contacts at a UCC site.**

### **10.6.1 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 use a RAT as soon as possible

- **If positive go to 10.6.2**
- **If negative**

### **10.6.2 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.

- The case(s) must isolate immediately
- **Arrangements must be immediately made for the person to be collected by a parent / carer or leave the site as soon as possible.**
- Close contacts should monitor for symptoms and conduct a RAT

If there is an on-site confirmed case, the Site Manager and UC Camping will follow the Victorian DHHS.

### **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>

### **10.6.3 Close Contacts at a UCC Site**

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

The use of the Rapid Antigen Tests (RAT) may be appropriate at this time. The guest, the visiting camp coordinator or their carer must inform camp management of the result as soon as it is available.

- If a negative test, continue normal activities but continue to monitor symptoms.
- If a positive RAT, follow all points from **10.6.1 Confirmed Case at a UCC Site**