> BE COVID SAFE.
STAY IN BUSINESS.

NSW GOVERNMENT

Your COVID-19 Safety Plan

Hotels and accommodation (including backpackers, hostels and dormitory style accommodation)

Business details

Business name	Kiandra Pioneer Ski Club (1861) Ltd
Business location (town, suburb or postcode)	KPSC Lodge, Pipit Place, Perisher Village NSW 2624
Completed by	Antony Sweetnam, Honorary Secretary
Email address	secretary.kpsc1861@gmail.com
Effective date	16 June 2020
Date completed	27 October 2020

Wellbeing of staff and customers

Advise staff and visitors who are unwell with respiratory symptoms or fever to immediately get tested and place themselves in isolation until they have received their results.

Visitors who are unwell with respiratory symptoms or fever will be advised to get immediately tested and either leave the lodge and return home or place themselves in isolation in their room until the can leave or until they receive the results of their Covid-19 test. This advice will be provided through the booking process and on instructions at the front door and
entrances to the Lodge.

Consider how customers could be isolated while awaiting their results, if they are sharing accommodation with others.

A member or guest who has symptoms must either leave immediately and return home or remain
isolated in one of the Lodge's rooms. As there will be a maximum of two persons per room it will be possible to rearrange accommodation for that any person showing symptoms can be isolated as the sole occupant of a room.

Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.

The Lodge does not have staff. The Lodge Captain will have the responsibility and duties that would fall to staff. A written set of instructions and procedures will be provided to each
guest attending at the Lodge. Professional contract cleaners will be used between weekly bookings.
Notices will be placed at the entrance and at other locations detailing requirements for physical
distancing, cleaning and providing information on what to do and where to get tested if a guest has symptoms.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

Not applicable as there are no staff.

Consider whether appropriate cancellation or flexible booking is available where customers cancel due to COVID-19 factors (such as being unwell or awaiting test results).

Members and their guest who cancel due to Covid-19 factors will receive a full or part refund depending on how long they have stayed at the Lodge before cancellation.

Display conditions of entry and communicate key health messages and changes to

staff, customers, visitors, residents and agencies (website, social media, email, reception).

All guests will be notified of the Covid Safe requirements by email before reopening of the Lodge. The website will be updated with these details and and notices with these details will be placed at the entry to the Lodge.

Consult with your Local Emergency Management Committees (LEMC) to determine if there are any travel restrictions to remote or vulnerable communities in the area, and how this can be communicated to customers.

Travel restrictions will be monitored on a weekly basis by the KPSC committee.

Ensure COVID-19 Safety Plans are in place, where relevant, for:
- **restaurants and cafes**
- **swimming pools**
- **gyms**
- **beauty, nail, tanning and hairdressing salons**

Lodge has a kitchen with two duplicated work areas which will be controlled by limiting the number of persons to 2 allowed in each half of the kitchen and requiring household separation and allocation into one of the two work areas.

Physical distancing

Calculate the floor area in open plan communal areas, such as kitchens/ BBQ areas, shared dining areas or showers, to determine the maximum number of people who can safely occupy the space (one person per 4 square metres). Display signs at entrances with the maximum safe capacity and have strategies in place to reduce crowding and contact between different household units or groups, such as a bookings system

The shared communal areas:

Lounge area: ~56sqm which results in a maximum of 14 persons in this area and the Kitchen area : ~16sqm which results in a maximum of 4 persons in this area and the Entrance and lobby area: ~12 sqm which results in a maximum of 3 persons

If your facility has dormitory or shared accommodation, ensure beds are spaced apart by at least 1.5 metres. If an adult resident or guest is required to self-isolate they must not share a room with anyone else. Consider how a single room might be used in this situation.

Facility has 7 rooms, 3 with Queen Beds only for use by couples who normally sleep together and 4 with twin beds at least 1.5 meters apart and for use by one person or by two persons who come from the same household.

Where practical, use separate doors for entry and exit, separate check-in, order and baggage storing points.

Not practicable as there is one main entrance.

Use contactless check-in where, reasonably practical, to reduce the movement of customers and the number of surfaces touched. If signatures are required, clean pens between customer use with a disinfectant solution or wipe.

Contactless check-in. The Lodge Captain will be required to maintain the register of guests at the lodge.

Move or remove tables and seating as required, including in waiting areas, to support 1.5 metres of physical distance. Members of the same household are not required to physically distance.

Seats in the lounge will be separated into groups. The Lodge Captain will need to brief guests on the
requirement for persons from different households to maintain a physical distance of at least 1.5 metres.

Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as check-in.

Not required as no check-in or need for queues.

Where reasonably practical, ensure staff always maintain 1.5 metres physical distancing (including at meal breaks) and assign workers to specific workstations

N/A - no staff, only one allocated Lodge Captain from within the guest group.

Use telephone or video for essential meetings where practical.

Fixed telephone only for use in emergencies. Guests are to use their personal mobile phones for all
other communication.

Stagger start times and breaks for staff members to minimise the risk of close contact, where reasonably practical.

N/a as no staff.

Review regular deliveries and request contactless delivery and invoicing where practical.

N/A as guests to bring their own supplies.

Have strategies in place to manage gatherings that may occur immediately outside the premises, such as pick up or drop off zones.

Non resident guest not permitted to enter premises and only to meet outside on the deck and keep 1.5 metres social distance and encouraged to wear masks.

Hygiene and cleaning

Adopt good hand hygiene practice and ensure hand hygiene facilities are available to customers and staff.

All guest will be required to wash their hands each time they enter the Lodge.

Ensure bathrooms are well stocked with hand soap and paper towels and have posters with instructions on how to wash hands.

Handwashing stations with instructions display, soap and paper towels will be provided each of 4 basins throughout the lodge and these will be restocked each weekend by the

commercial cleaners who will be engaged to ensure Covid Safe clean before change over of guests.

Make hand sanitiser available at key points around the facility and encourage frequent use.

Hand sanitiser will be made available at entrance, out on the deck and in the lounge and kitchen.

Consider strategies to reduce the number of surfaces touched by customers.

Doors to the lounge and kitchen area will be kept open.

Clean public areas frequented by staff or customers at least daily with detergent/disinfectant. Frequently touched areas and surfaces must be cleaned several times per day with a detergent/disinfectant solution or wipe.

The Lodge Captain will allocated daily cleaning duties to household groups to wipe over door handles and bathroom areas used by that household group.

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.

Propose the use of Viraclean or equivalent at supplied strength.

Ensure items used in the preparation of food or for eating are washed thoroughly with hot water and a detergent solution between use, or preferably with a dishwasher if available. Where possible, residents should not share dishes, drinking glasses, cups or eating utensils.

Dishwasher to be used for all items that will fit into it.

Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.

Guest cooking in the kitchen and those allocated cleaning duties by the Lodge Captain will be required to wear gloves and wash their hands thoroughly before and after.

Limit the use of cash transactions by encouraging contactless payment options.

N/A

Record keeping

Keep a record of name and a mobile number or email address for all staff, customers and contractors for a period of at least 28 days, including a room number where relevant. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.

The mobile number and email address of all members and guests attending the lodge will be automatically recorded as part of the booking process. The Lodge Captain will record room details when recording guest at the lodge.

Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.

Members and their guest will be made aware of the CovidSafe app as part of their email notifications

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.

This will be made a responsibility of the Lodge Captain

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes