Kiandra Pioneer Ski Club (1861) Ltd.

Lodge Captain's Duties – Summer 2020 Covid Safe Edition
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1 What / who is the Lodge Captain.

1.1 Role of the Lodge Captain.

The Kiandra Pioneer Ski Club does not employ staff. The lodge has been run and operated by its members since its inception in 1861. During this time, when the lodge has been occupied, one of the members staying there, usually an adult or senior member who has stayed there several times before, takes on the role of Lodge Captain.

The Lodge Captain takes on the responsibility for the overall management of the lodge for the period (week) that he or she and other associated members and guests are staying there. In general the Lodge Captain's role is to ensure the management of safety, security, facilities and amenities, and coordinate and delegate necessary tasks to the members and their guests whilst staying at the Lodge for a specific week.

During the Covid restrictions one week is from Sunday Noon until Saturday Noon. Only one group will be able to book the Lodge for a whole week; there will be no other independent bookings for the same week.

1.2 Lodge Captain and Covid-19.

Traditionally the role of Lodge Captain has been performed well, however in the era of Covid-19 the management of safety has taken on a new element. We need to minimise the likelihood that the Lodge and its use will facilitate the transmission of this highly contagious virus. The requirements are spelt out in the KPSC Covid Safe plan developed on the NSW Government template. A booking to stay at the Lodge will only be accepted after a Lodge Captain agrees to take on the responsibility to ensure that the KPSC Covid Safe plan and other management tasks are followed. This Lodge Captain's Duties handbook is intended to assist members with taking on the role and responsibilities of a Lodge Captain. It is not however a substitute for common sense logical thinking.

1.3 Who takes on the appointment as Lodge Captain.

The Lodge Captain is generally an experienced club member who organises and takes on the responsibility of making the booking for all the members and their guests who will be staying at the Lodge for a week.

The member who makes the booking may nominate another experienced member to be the Lodge Captain provided this person accepts the responsibility.

The Lodge Captain must formally accept their role and responsibilities by sending an email with his or her personal signature block to the booking officer, which confirms that he or she has read this current version of the Lodge Captain's Duties and accepts the responsibilities of this role. See suggested words for this email in appendix.

2   Changed Booking Requirement and Fees.

2.1 Only One Booking per Week.

With the advent of Covid-19 the way in which the Lodge can be booked and the charging for that booking has changed. There will be only one booking per week, however that booking could be up to the maximum of 14 people.

The KPSC member making the booking must ensure that all the family or friends participating in that booking either come from the same household or a limited number of households that are prepared to share staying at the Lodge.

2.2 Accommodation and Booking Fees.

Accommodation charges per person per night are the same as they were for the 2019/2020 season, however there is now a minimum charge of $1000 plus a cleaning levy of $300 per booking, per week. So if one person only stays one night that will be the only booking for that week and the minimum charge will be $1300. If you half fill the lodge or more for the week of the booking then the accommodation charge should only increase by about the cleaning fee of $300.

3   To Book the Lodge – Get your group together.

3.1 First get details of your friends and relatives that want to stay at the Lodge for the week.

3.2 Ensure that all guests are informed that;

3.2.1 They need to bring their own sheets, bottom and top, doonas, blankets, pillow and pillow cases.
Which will either be queen size or single bed size depending on the room that the Lodge Captain has decided for them.

3.2.2 They must cancel and stay at home if they have any signs or symptoms of respiratory virus or other symptoms suggestive of a Corona virus infection.

3.2.3 Covid Safe plan and restrictions for the Lodge.
Please refer to the Covid Safe Plan developed for the KPSC Lodge.

3.2.4 Service NSW QR Code.

All guests should if they haven't already download the Service NSW app and open and account. This will be needed when they arrive at the Lodge so that they can check in using the QR code allocated to the KPSC Lodge. (see below at 4.2)

3.2.5 Health advice travelling to the Lodge.

Whilst travelling to the Lodge intending guests are advised to take care when in service stations, shops and other public places to wear a mask and have the government's Covid Safe app installed and activated.

3.2.6 Arrival and departure times.

In order to ensure that the commercial cleaner can perform an additional Covid clean guests should only enter the Lodge after 12 noon on Sunday and ensure that they completely vacate the Lodge by 12 noon on Saturday.

3.3 Plan the allocation.

Plan the allocation of rooms, bathrooms and half of the kitchen based on keeping households as separate as possible. Note there are 7 rooms (4 with Queen and 3 with twin beds, 3 bathrooms and 2 halves of the kitchen. See the map in Appendix. Let the guests know which bedroom, bathroom and half of the kitchen has been allocated to them and what size bedding to bring.

3.4 Apply and complete booking on-line.

3.4.1 Enter booking request through the on-line system.

3.4.2 Send email accepting Lodge Captain's role.

3.4.3 Wait for acceptance of booking.

3.4.4 Make payments as required by credit card through the web site.

3.4.5 Contact and check with all guests just before they leave from home
That they have no signs of respiratory symptoms.

Remind them that if they do have any signs that they must cancel and not travel to the Lodge.

Remind guest that if they do cancel because of Covid-19 related issues, symptoms, waiting for test, isolating or being told to isolate, then there will be a full refund.

4   Arriving at the Lodge.

4.1 Unlocking the Lodge.

The Lodge should be locked when the Lodge Captain first arrives. There are two locks on the front door, one is a deadlock operated by a key and the other is a mechanical digital code lock.

The Lodge Captain will be emailed the details and codes to access the key and also the code for the front door.

Whilst guests are staying at the Lodge the door should be locked only using the digital lock and all guests should be informed of the code to unlock the front doo.

4.2 Registering the Guests as they arrive.

Guest are require to register in two ways.

All guests must self-register using the QR code displayed at the front door that connects to the Service NSW App.

All guests staying at the Lodge must also be registered in the guest log which is kept next to the telephone near the lounge kitchen door. This register is a requirement of NSWNPWS and our lease. It also records additional information about which rooms guests stayed in. The Lodge Captain should ensure these entries are made.

4.3 Checking amenities.

4.3.1 Electricity should be ON.
The main electricity switchboard is on the Southern end, or right hand end of the Lodge as you enter the front door. The main switch and all the circuits should usually be left when the Lodge is unoccupied.

4.3.2 Water.
The main water tap outside the Lodge should be left on as it is used to supply water which is heated or warmed to circulate through the central heating system if the temperature falls low enough to risk freezing and bursting the pipes.

4.3.3 Hot water
There are two clearly labelled switches on the hall wall outside the locked plant (boiler) room door. One or both of these should be turned on to allow one or both of the hot water tanks to heat up. NB this is an off peak system so it may take overnight for the hot water to heat up.   Only the first switch needs to be turned on if there are 7 or fewer people staying at the Lodge. The second switch should be turned on when there are 8 to 14 people staying at the Lodge.

4.4 Heating system

The heating system should be OFF in summer, but it can be turned on if it becomes very cold.

To turn on the heating system ……..tbc

5 Staying at the Lodge

5.1 Social Distancing

Guests from different households should try to keep 1.5 meters away from each other when sharing the same space particularly the entrance vestibule, the kitchen or the lounge in the Lodge.

5.2 Room and area allocation

There are signs showing that a maximum of 14 persons are allowed in the lounge area. However only 3 people should be in the entrance vestibule. Only 4 people should be in the kitchen with 2 in one half and 2 in the other half. This is based on the area of each of the rooms and the 4 square meters per person rule.

5.3 Hygiene - cleaning

5.3.1 Wash hands on entry.

All guests and other persons entering the Lodge should go first straight to the basin in their designated bathroom and wash their hands with the soap provided and dry their hands with the paper towels provided.

5.3.2 Wiping over of surfaces

5.4 Windows.

Windows in the kitchen and lounge room should be opened whenever there are people in the Lodge to maximise air flow and its exchange unless there is extreme weather, wild winds or a heatwave which requires them to be closed and latched. However they should be closed to prevent damage if there are strong winds blowing or smoke or other pollutants that need to be kept out.

If the lodge is going to be unoccupied for more than an hour, then all the windows should be closed and locked.

Ensure that anyone going around opening or shutting windows washes their hands before and after doing so. Windows in bedrooms should be shut each time the current occupants leave the lodge.

5.5 Garbage disposal.

During summer the garbage must be separated into recyclables and "other" and then taken up to the waste transfer station behind the fire station in Perisher Village.

The garbage must be emptied and the bins relined with clean bags before all the guests leave. The cleaner is not paid to empty the bins.

5.6 Visitors.

Visitors to guests staying at the Lodge but who are not staying there themselves should if possible not come inside the Lodge. The balcony is a preferred place to engage with such visitors. Should visitors come inside, say due to inclement weather, they should register with the QR code and Service NSW App and make sure they do not exceed the maximum capacity specified for each area.

5.7 Security.

5.8 Fire in the fireplace.

A fire in the fireplace is usually undesirable in Summer. If there is an exceptional cold snap then the fire may be set and lit provided the screen is put in place and the lounge room is occupied. The fire should be completely put out and the fireplace cleaned at the end of the week if the fireplace is used.

6 Emergencies

6.1 Accident / Incident.

If a person has been hurt please immediately call 000 for help unless it is very minor, in which case take the hurt person to the medical centre in Jindabyne. Please use the 'Incident Report Form' and follow the procedures where injury or a possible claim against our Public Liability insurance may occur. All this information, (form, reporting etc.) is in the cabinet beneath the phone.

6.2 Fire, flood or storm.

Report fires to 000.

If you get advance notice that an extreme weather event is coming, close the Lodge and evacuate to Jindabyne if it is safe to do so. Otherwise close all doors and windows and turn off the electricity and water.

If the Lodge is threatened by fire and the road to Jindabyne is closed evacuate to the middle of the large carpark in Perisher Village next to the ski tube terminal.

6.3 Failed, broken, damaged or worn out Lodge equipment and facilities.

For failures that do not affect the operation of the Lodge please email the committee at kpcs1861@gmail.com with details. For failures that require immediate repair please contact the appropriate tradesperson or contractors listed for emergency purposes in the Captain's Folder, located in the kitchen drawer opposite the fridge.

7   End of the week - Leaving the Lodge.

7.1 Emptying and Cleaning Rooms and Common Areas.

When leaving, guests should take all their belongings and remove them from the Lodge. They should then clean and vacuum the rooms that they have been using and the common areas. The commercial cleaner is only to do the extra deep Covid clean at the end of each week and is not expected to tidy up rubbish or clean dirt left by the occupants. The cleaner will charge extra if they have to do extra cleaning. The cost of any extra cleaning will be passed through to the Lodge captain.

7.1.1 List of cleaning tasks.

The appendix has a comprehensive list of cleaning task to be allocated by the Lodge Captain to guests on a room by room basis.

7.2 Turning Off Services

7.2.1   Hot Water

Only the first hot water switch should be left on for the cleaner. The second hot water switch, if it has been turned on, should be turned off.

7.2.2   Check Heating System

During Summer the heating system should not have been used or adjusted, however the Lodge Captain should do a walk around before leaving and visually check that all radiator controls have remained in the * position. That is, they are set to very low but not completely off to ensure that should there be an unexpected temperature drop to freezing, warm water from the frost protection system can flow through all the pipes preventing them from freezing and bursting.

7.2.3 Electricity

The stoves and all lights should be turn off. Fridges should be turned off and left with their door chocked slightly open.

The main switch and all circuits in the main switchboard should be left on.

7.3 Locking Up

Before leaving the Lodge Captain should ensure that all the windows are closed and latched, and that the emergency exit, veranda, wood room and front door are all closed and secured. If leaving and locking up on Saturday morning, then the front door need not be locked with the key as the cleaners are expected to arrive soon after.

7.4 Trip Report and Final Accommodation Register.

When the Lodge Captain arrives back at his home he or she should send an email to kpsc1861@gmail.com with photos of the relevant pages of the guest register, and

report details of any incidents or maintenance issues that occurred during the week. The guest register should show the full name, date/time arrived, date/time departed, room occupied, contact phone, and contact email address. See the template in the Appendix.

8 Appendices.

8.1 Words for the email to accept Lodge Captain role.

Email to:

I , *{full name of KPSC member}* with KPSC membership *{number}* have read current version of the Lodge Captain Duties handbook and accept the role and responsibilities of being a Lodge Captain at the KPSC Lodge from *{dd/mm/yyyy}* until *{dd/mm/yyyy}.* I acknowledge the following the Covid Safety Plan is a legal requirement and will engage my best efforts to ensure adherence to that plan whilst I am Lodge Captain.

Signed: *full name* Date signed: *dd/mm/yyyy*

8.2 Template for Guest Register page.

Record of Guests required by NPWS with Details of Room required by Covid Safe Plan for accommodation. This sheet is in addition to the Service NSW QR code check in which is required for everyone who enters the Lodge.

Kiandra Pioneer Ski Lodge – Accommodation Check In Record.

Full Name	Date In	Time In	Room Name	Email Address	Home Address	Contact Phone No.	Date Out	Time Out

8.3 KPSC Lodge Final Clean - End of week job allocation table

Tasks	Allocation
· Dust and vacuum own bedroom; empty bin, replace plastic bag in bin · Empty and wipe down own kitchen cupboard · Empty fridge · Take all own belongings: bedroom, drying room, anywhere else · Close windows in bedroom	everybody
· Clean allocated toilet and basin; clean mirror · Fill cupboard under sink with spare toilet paper · Empty bins in toilet room, replace plastic bags in bins · Close windows in toilet room · Clean allocated shower; clean shower wall, basin and mirror · Empty bins in shower rooms, replace plastic bags in bins · Close windows in shower room	Room 1 name
· Clean allocated toilet and basin; clean mirror · Fill cupboard under sink with spare toilet paper · Empty bins in toilet room, replace plastic bags in bins · Close windows in toilet room · Clean allocated shower; clean shower wall, basin and mirror · Empty bins in shower rooms, replace plastic bags in bins · Close windows in shower room	Room 2 name
· Clean allocated toilet and basin; clean mirror · Fill cupboard under sink with spare toilet paper · Empty bins in toilet room, replace plastic bags in bins · Close windows in toilet room · Clean allocated shower; clean shower wall, basin and mirror · Empty bins in shower rooms, replace plastic bags in bins · Close windows in shower room	Room 3 name
· Sweep and mop hard floor surfaces (kitchen, hall, laundry, entrance areas, toilets, showers) · Sweep drying room, ski room and store room, only if accessible	Room 4 name
· Dust and vacuum carpeted areas except bedrooms (lounge, dining area, hall); move furniture, vacuum, replace furniture · Empty vacuum cleaner into rubbish	Room 5 name

· Clean kitchen
  (benches, fridges, cooktops, oven, microwaves)
· If time, run and empty dishwasher;
  otherwise, hand wash and dry last dishes
· Leave dishwasher empty and open
	Room 6 name

· Clean fireplace, leaving a thin layer of ash in the grate; chop and stack wood next to fireplace; lay fresh fire · Clean windows if needed in lounge · Clean allocated toilet and basin; clean mirror · Clean laundry where accessible · Close windows in shower room	Room 7 name
· Close and lock all windows · Close all curtains · Carry out lodge exit procedures	Lodge captain

ELECTRICAL BOX
TO REMAIN

EXISTING R.C. SLAB
TO REMAIN

SKI ROOM

R.L. 35.500

WC 1

SHR 1

TOWNSHIP

THE QUARRY

SELWYN

THE 3 MILE

SAWYERS

R.L. 34.300

ELECTRICAL METER
BOX TO REMAIN

DRYING
ROOM

LINE OF NEW EAVES OVER.
DETAIL TO MATCH EXISTING

SKI LOFT
OVER

DOORS TO
SKI LOFT
OVER

LOBBY

EXISTING DOOR
TO SWING
OPPOSITE WAY

HALLWAY

R.L. 35.500

EXISTING
EXIT

PASSAGE

NEW DOOR
HI-LIGHT OVER

DEMOLISH WALL
SHOWN DOTTED

SHR

SHR 3
TO DETAIL

FHR

EXHAUST SHAFT FORMING
BULHEAD TO OVERHEAD
CUPBOARDS

WIDEN EXISTING
OPENING AND MAKE
GOOD FIT DOUBLE DOORS

WOOD
STORE

PLANT

WC 2

SHR 2

NEW CHUM

TANTANGARA

NEW GLAZING TO CLERESTOREY OVER

BEAMS OVER TO
ENGINEERS DETAILS

REMOVE EXISTING
POST SHOWN DOTTED

NEW GABLE OVER
AS SHOWN ON
ENGINEERS DETAILS

LINE OF CLERESTOREY OVER

R.L. 35.500

WM

LDRY
TO DETAIL

KITCHEN
TO WD07

BEAM BEARS ON
CHIMNEY BLOCKWORK

BEAM OVER TO
ENGINEERS DETAILS
T&G LINING AS
SPECIFIED

EXISTING FLUE
TO REMAIN

WC

WC 3
TO DETAIL

DW

DEMOLISH EXISTING
WALLS SHOWN DOTTED

LIVING ROOM
Carpet

R.L. 35.350

W8

NEW PLASTERBOARD LINING
TO WALLS & CEILING

WIDEN EXISTING
OPENING AND MAKE
GOOD LINING

R.L. 35.500

RELOCATE
EXISTING
TIMBER DOORS
IN NEW FRAME

NEW WORKS TO MATCH
EXISTING TIMBER CONSTRUCTION

CT

W7

CT

PLASTERBOARD CEILING
LINING & EXPOSED TIMBER
RAFTERS TO ENG. DETAIL

R.L. 34.300

W6

W5

TIMBER PANELLED WALLS
TO MATCH EXISTING AS SPECIFIED

EXISTING TREE
TO REMAIN

STRUCTURAL TIMBER POST
TO ENGINEERS DETAILS

W4

RE - CLAD EXISTING
WINDOW OPENING AND
MAKE GOOD AS REQUIRED

W3

W2

DECK

TIMBER HANDRAIL & POST S/S
RIGGING WIRE BALUSTRADE

DOUBLE GLAZED
POWDERCOATED WINDOWS
TO ALL NEW WORK

EXTEND DECK
TO MATCH EXISTING

GRANITE VENEER
BELOW FLOOR LEVEL
ON R.C. BLOCKWORK
TO ENGIN. DETAIL

EQ.

EQ.

6350 C.O.S.

N

GROUND FLOOR PLAN