



*Making Lifelong Memories*

# COVID-19

## SAFETY MANAGEMENT PLAN 2020

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## Introduction

Camp Kookaburra is committed to providing a safe environment for all their campers be they school children, teachers or members of the public and all their staff and volunteers.

To achieve this, Camp Kookaburra has developed and actively enforces their COVID-19 Safety Management Plan and strategies to ensure that any person who is on the camp premises is aware of their obligations & responsibilities for ensuring the **safety of all**.

Camps are an important adjunct to improve mental and physical health and are an integral part of a child's schooling.

A shared camp experience is an excellent way to reconnect with friends, family, fellow students and colleagues and research<sup>1</sup> shows that camps can help decrease anxiety, increase personal & interpersonal skills and improve connection with peers.

As the COVID -19 Pandemic is such a fluid and dynamic situation, the management plan requires frequent updating as we are taking advice from the Federal and State Governments and Health Departments.

This document is based on the COVID-19 Guidance Document for Camps by the Australian Camps Association (ACA) and the Christian Venues Association (CVA), which is a collation of information published by a variety of sources, both here in Australia and overseas. We acknowledge these sources, which are listed at the conclusion of the document. Directives from the Department of Education and Training (DET) relating to camps and excursions have been taken into consideration as well.

We are aware independent schools may choose to take a different approach to that directed by the DET. but they still have to adhere to our management plan on camp.

We are also aware that directives that apply to schools may not apply to community groups, who will be governed by the various federal and state mandates relating to social distancing and group sizes.

Whilst we are convinced of the benefits of camps, we cannot guarantee the health of all who attend, (just as no school or workplace can guarantee this); the establishment of a camp 'bubble' means the risk of infection is typically lower than a school where students and staff are travelling to and from their home each day with multiple contacts with a much larger group of people. Therefore, we are committed to providing safe camps where practicably possible.

<sup>1</sup>Outdoor Youth Programs Research Alliance – [www.oypra.org.au](http://www.oypra.org.au)

## COVID-19 Symptoms

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
- loss of taste and smell


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



Australian Government

BE COVIDSAFE

COVID-19: IDENTIFYING THE SYMPTOMS

SYMPTOMS	COVID-19	COLD	FLU
	Symptoms range from mild to severe	Gradual onset of symptoms	Abrupt onset of symptoms
<div>Fever</div> 	Common	Rare	Common
<div>Cough</div> 	Common	Common	Common
<div>Sore Throat</div> 	Sometimes	Common	Sometimes
<div>Shortness of Breath</div> 	Sometimes	No	No
<div>Fatigue</div> 	Sometimes	Sometimes	Common
<div>Aches &amp; Pains</div> 	Sometimes	No	Common
<div>Headaches</div> 	Sometimes	Common	Common
<div>Runny or Stuffy Nose</div> 	Sometimes	Common	Sometimes
<div>Diarrhea</div> 	Rare	No	Sometimes, especially for children
<div>Sneezing</div> 	No	Common	No

## Camp Management Responsibilities to their Staff

### Awareness and training

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

With respect to the nature of COVID-19 and its high rate of infection, the guiding principles that influence our decision making and protecting our staff are:

- Limiting the number of campers so that there are fewer people sharing bedrooms and bathrooms.
- Maintaining social distancing amongst adults and the wearing of masks where appropriate.
- Adopting strict standards relating to hygiene and infection control; hand sanitiser will be made readily available throughout camp, especially before and after meals, as well as before and after activities.
- Requiring anyone displaying symptoms of ill-health before camp to stay away from camp, or to leave camp if symptoms arise during camp.
- Reducing the movement of campers or leaders to and from the site.
- Having quarantine facilities available for any camper or leader who does display symptoms in order to isolate them until they can be picked up from camp.
- Increasing site cleaning above normal levels.
- In order to reduce exposure, Camp Kookaburra will ensure that all guests complete the arrival form which will state that:
  - they do not have a temperature above 37.5 Degrees Celsius.
  - They have not been to Melbourne in the last 14 days.
  - They have not been in contact with anybody who has COVID-19 in the last 14 days.
  - That they haven't come from overseas in the last 14 days.

All Camp Kookaburra staff have been briefed on additional information and procedures to prevent the spread of coronavirus to people in the camp setting.

All Camp Kookaburra staff have been briefed on additional procedures which are relevant to their specific role.

All Camp Kookaburra staff complete a COVID-19 screening questionnaire prior to the beginning of each shift.

All Camp Kookaburra staff have a certificate of completion for an online training course by Aspen medical called "Infection Control Training – COVID 19" as issued by the Australian Government Department of Health.

<https://covid-19training.gov.au/login>.

*Refer to Appendix 1 for Staff Training procedures.*

## 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 Camps

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 at Camp Kookaburra that may pose a risk of exposure to COVID-19 include:

- Work that requires employees to be in close contact with others like abseiling and flying fox.
- Using shared tools or equipment.
- Sharing facilities such as bathrooms, kitchens and communal break areas.

## Managing 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.

## Controls put in place to protect Staff and Groups

### Screening

Camp Kookaburra has put in place a screening process to minimise the introduction of COVID-19 to the site.

These are detailed in the Risk Register (*Appendix 2*)

Examples of these processes are asking employees returning to the camp if they have:

- travelled overseas in the last 14 days.
- been in contact with any confirmed cases of COVID-19 or been tested in the last 14 days.
- yourself or anyone in the immediate family have flu like symptoms or a temperature over 37.5 C in the last 14 days.

This also applies to any school or group booking the site. A written record of the response will be kept. Screening will be done over the phone or by non-contact methods to minimize exposure.

### School and Group Responsibilities

#### Prior to camp

- All groups attending camp. If a camp leader, a teacher or student is sick, they **must not** attend camp. Ensure the groups have appropriate procedures in place to screen all campers on the day the camp is to begin.
- The school or group booking the camp must notify Camp Kookaburra prior to their camp if there has been any confirmed cases of Coronavirus in the school community or group within 14 days prior to arrival date.
- All campers must bring their **own pillow, fitted/bottom sheet, doona or sleeping bag and towel**.
- All groups must be aware and teach and reinforce personal hygiene including hand washing, hand sanitising, and covering coughs and sneezes.
- All group Leaders/teachers must tell their campers to inform them if they are feeling unwell.
- Have procedures in place if an adult or child becomes sick on camp and is required to go home.

#### During Camp

Each day the following screening will take place:

- All camp leaders/teachers will complete for every student two checks before breakfast:
- Infrared forehead temperature check, and;
- Screening question about their health
- Before breakfast begins, Camp Kookaburra staff will check the document to make sure that everyone has been screened.
- The greatest risk of transmission in the camp environment for all adults, either staff or guests, is between adults. It is vital that camp staff, accompanying teachers and other adults maintain physical distancing between themselves and each other at camp and wear masks where appropriate.
- Ensure all guests practice appropriate personal hygiene particularly prior to meal times.
- It is the schools responsibility to administer all First Aid whilst on camp and they are required to bring their own PPE (personal protective equipment) for use when administering First Aid.
- Always wash hands with soap and water for 20 seconds or use hand sanitiser before and after administering first aid.

- Notify Camp Kookaburra staff if there is a suspected or confirmed case of COVID-19 whilst on camp.

### Post Camp

If anyone who has attended Camp Kookaburra tests positive to Coronavirus up to two weeks after returning from camp, Camp Kookaburra **must be advised** so that contact tracing can be initiated if deemed necessary by health authorities.

## Hygiene

### Personal

Camp Kookaburra will constantly remind guests and staff about personal hygiene by:

- Displaying hygiene information in prominent locations. Bathrooms, dining room, cabins, games room and the kitchen and where appropriate, activity sites
- Teach and reinforce washing hands
- Teach and reinforce coughing or sneezing into their elbow or shoulder and avoid touching eyes, nose or mouth.
- All bathrooms and toilets have sanitiser.
- Hand sanitiser will be provided in high traffic areas like the games room and climbing shed.

### Physical Distancing

Consistent with the health and safety advice for return to on-site schooling in the context of coronavirus (COVID-19), maintaining a physical distance of 1.5 metres will not always be practical in education settings, including school camps.

Physical distancing is most important between adults. Physical distancing of at least 1.5 metres between individuals should be implemented wherever possible. Physical distancing does not apply to students with a school group or other children under 18 in a group but does apply to adults that are part of a school / children's group.

Close proximity between adults on school camp sites should be avoided wherever possible. **All adults and children over 12 in line with the Victorian State Government Guidelines must wear a mask when appropriate.**

### Indoors

Camper must adhere to the Victorian Government'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.

Schools must adhere to the Victorian Department of Education guidelines regarding number of students attending camp.

The number of people for the size of your room is calculated by dividing the area of a room by 4 to calculate the maximum number of people allowed. Please note, this does not apply to school groups.

Groups other than school groups, must adhere to the maximum density (4 m<sup>2</sup> rule) in the dining room, games room or any other indoor space when appropriate.

As the camp now has a QR Code then then maximum density can follow the 2m<sup>2</sup> rule when appropriate.

Tables have to be spaced apart, so to allow for social distancing. Families and people that usually live in the same household can share a table irrespectively of social distancing but have to socially distance from other members of their group.

If you are running two meal sessions, all surfaces must be cleaned and sanitized between sittings.

If outdoor adventure activity programs are substituted during inclement weather, the above density rules and social distancing rules need to be adhered to.

For physical distancing in our meal service area, a physical barrier (acrylic screen) is erected.



### Communal space - maximum capacity

Space	Size M <sup>2</sup>	Max number of people		Conditions
		4m2	2m2	
Dining room	144	36	72	
Kitchen	50	12	24	Camp staff and self-catered groups
Games room	117	29	48	Except school groups
Indoor climbing	115	28	46	Except school groups

Families and people usually living in the same household can share rooms irrelevant of density.  
Please note the maximum numbers below do not apply to school groups, just to adults but:

When allocating students to dormitories schools should minimise numbers in shared rooms/dormitories where possible.

Schools are required to maintain records of sleeping arrangements to assist with contact tracing in event of a confirmed case/s and should provide this to Camp Kookaburra management.

Schools will be supplied with the total number of adults allowed per cabin.

### CABINS

Space	Size	Max number of people	Conditions
Room 1	24	6	except students with school groups
Room 2	32	8	except students with school groups
Room 3	24	6	except students with school groups
Room 4	24	6	except students with school groups
Room 5	24	6	except students with school groups
Room 6	24	6	except students with school groups
Room 7	24	6	except students with school groups
Room 8	24	6	except students with school groups
Room 9	24	6	except students with school groups
Room 10	11	2	except students with school groups
Room 11	11	2	except students with school groups
Cabin A	12	3	except students with school groups
Cabin B	12	3	except students with school groups
Cabin C	16	4	except students with school groups
		Total 70	

### Outdoors

Camp Kookaburra will host as many meals outside to minimize Covid exposure in confined spaces.

Camp Kookaburra will plan to undertake all activities, where possible, with at least 1.5m distance between participants including staff.

According to the restrictions for Sport & Recreation and the Department of Education guidelines, school students and under 18 **do not** need to socially distance on outdoor activities, but adults and staff accompanying these groups **do** need to and they need to wear a mask.

## Cleaning and Disinfection

### Special Cleaning Products used at Camp for Covid -19

#### On all surfaces and some outdoor equipment

**Product name:** CounterFlu Hospital Grade Disinfectant

**Manufacturer:** Agar Cleaning Systems Pty Ltd

**Licence name:** Agar Cleaning Systems Pty Ltd - CounterFlu Hospital Grade Disinfectant - Disinfectant, hospital grade. Didecydimethylammonium chloride – Dodecyldimethylbenzylammonium chloride

**Therapeutic type:** Listed disinfectant

CounterFlu™ is a Hospital Grade Disinfectant which kills germs and viruses such as Human Influenza Virus, Herpes Simplex Virus and coronaviruses including SARS-CoV-2 (COVID-19 virus). It can be used to clean and disinfect all hard surfaces.

**TGA certified.**

#### On outdoor equipment especially harnesses

**Product Name:** Fight-Bac Hospital grade Viricidal Disinfectant – cleaner and disinfectant

**Sponsor:** Castle Chemicals Pty Ltd

**Manufacturer:** Castle Chemicals Pty Ltd

FIGHT-BAC is a synergistic blend of two specific antimicrobial molecules, a powerful chelating agent to boost effectiveness in hard water areas and a mild detergent to allow penetration and dispersion of biomass. Hospital Grade Disinfectant: FIGHT-BAC disinfects surfaces to Hospital Grade level for exceptional hygiene.

FIGHT-BAC has been tested & passed the surrogate Covid 19 coronavirus TGA test, conducted by Eurofins Laboratory TGA Licence No: MI- 15112007 -LI- 002191-11 Method: TMCV 006, ASTM 1053 – July 2020

#### Hand Sanitiser

**Product name:** Cooltide

**Manufacturer:** Agar Cleaning Systems Pty Ltd

COOL TIDE is a thick anti-bacterial hand sanitiser that kills germs on the skin. It contains 73% v/v (60% m/v) ethyl alcohol, which reduces the level of germs on the skin safely and effectively

#### During Camp

Thorough and regular cleaning will to be undertaken in all transit areas, communal and meal break areas, shared facilities like the bathrooms and kitchens and shared equipment.

1. Clean, sanitise and disinfect frequently touched surfaces. For example door handles, sink handles etc, 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 campers using the facility.
5. Follow cleaning guidelines by the Australian Department of Health.

Cleaning and disinfecting communal bathrooms and frequently touched surfaces will occur twice a day when students have left the cabins to go outside for their activities.

### **Between Groups**

Camp Kookaburra conducts a deep clean in between each group. This includes:

- Cleaning, sanitising and disinfecting frequently touched surfaces.
- All mattresses are sprayed with a disinfectant in between each group.

Camp Kookaburra will follow cleaning guidelines by the Australian Department of Health.

*Refer to Appendix 3 for detailed cleaning procedures at Camp Kookaburra*

### **Outdoor Activities**

- All equipment and activity areas will be sanitised by Camp Kookaburra staff during and after use.
- Camp Kookaburra will follow specific guidelines for sanitisation of all activities.
- Hand sanitizer will be available and used at all outdoor activities.
- A cleaning kit will be available at each activity area containing hand sanitiser, CIDAL quaternary sanitizer, cloths and gloves for camp staff to sanitise equipment and activity areas. It will be greatly appreciated if teachers can assist to reduce wait times for students.

### **Shared equipment**

Harnesses, helmets, paddles and PFDs will not be used by more than one person between cleaning. Where it is not possible to eliminate shared use:

- Provide cleaning products like FIGHT BAC spray 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.

Swimming pools can be used in accordance with the Victorian Government regulations.

Tennis racquets, basketballs and other equipment to be cleaned by teachers after each free time session.

### **Games Room**

All equipment and surfaces in the Games Room will be sanitised twice a day when students have left to go outside for activities.

It will be up to the school's discretion and responsibility to manage hand sanitization in the Games room during camp. Before entering the games room hands must be sanitized.

*Refer to Appendix 4 for detailed cleaning procedures for outdoor activities at Camp Kookaburra.*

## **Management of Food, Food Preparation and Serving of Food**

Camp Kookaburra is following the Hospitality Industry Guidelines for Coronavirus in all areas of food management.

- Camp Kookaburra staff will frequently wash their hands with soap and water for 20 seconds as per Hospitality Industry Guidelines.
- Food grade gloves will be used at all times during the service of food.
- Common contact surfaces and high-touch surfaces will be frequently cleaned and sanitized.
- Only Camp Kookaburra staff or self-catered groups will be allowed in the kitchen.
- Camp Kookaburra staff will serve the food behind a clear Perspex screen.

Duty groups will be required to wear gloves and sanitise.  
Teachers will be required to maintain physical distancing at tables during meal times.

### First Aid

Standard precautions should be adopted when providing first aid.  
Always wash hands with soap and water or use a hand sanitiser before and after providing first aid.

### Management of suspected case of COVID19 onsite at Camp Kookaburra

All campers at Camp Kookaburra who are experiencing symptoms compatible with COVID-19 like fever, cough or sore throat, should be isolated in an appropriate space with suitable supervision for students/children and collected by a parent/carer as soon as possible.  
Teachers or adults from self-catered group must leave the premises at the earliest possible convenience.

Where there is a suspected case of COVID-19 in a camp, the National Coronavirus Helpline ([1800 020 080](tel:1800020080)) must be contacted. This helpline operates 24 hours a day, 7 days a week and will give further advice.

1. The leader(s) carrying out the assessments are to have PPE (i.e. gloves and face mask) available to them if desired and are encouraged to maintain good hygiene practice throughout.
2. If it is deemed that the camper is showing symptoms that may be attributed to COVID-19 then a face mask will be provided for the camper.
3. They will remain in quarantine until leaving camp and will be advised to get tested and self-isolate until they receive the outcome of the test.
4. The camper will collect their belongings from their cabin and move to the quarantine room until departure.
5. During this time a leader will be responsible for assisting and supervising the camper whilst maintaining physical distancing, good hygiene practice, and wearing PPE.
6. The cabin and quarantine room will be thoroughly cleaned and disinfected, as per Camp Kookaburra COVID Outbreak Cleaning Procedure before being used again.

#### **If a guest returns a positive COVID-19 test during a camp, the following actions will take place:**

1. The camp will be closed and arrangements made for campers/leaders to leave the site at the earliest possible convenience.
2. All persons on the camp would be advised to get tested and self-isolate until they receive the outcome of the test.
3. The National Coronavirus Helpline ([1800 020 080](tel:1800020080)) would be contacted. This helpline operates 24 hours a day, 7 days a week and will give further advice.
4. The campsite would need to be thoroughly cleaned as per Camp Kookaburra's COVID Outbreak Cleaning Procedure before workers and guests can return to the affected areas.
5. Any media interest would be managed solely by the Camp Owners.

#### **If we learn of a positive COVID-19 test after camp, then:**

The relevant health authority will contact the individual to identify the close contacts and the causal contacts. If the employee or participant has attended Camp Kookaburra whilst they were infectious and had close contact with other people, this authority will contact the camp.

Camp Kookaburra's response plan and procedures for suspected and confirmed cases is as follows:

1. Consult and communicate with all staff and contractors.
2. Identify site locations for cleaning and disinfection.
3. Follow Camp Kookaburra cleaning and disinfection regime for these areas.
4. The owners needs to confirm, that the cleaning and disinfection regime has occurred before re-entry to the affected areas is allowed.
5. Provide staff and upcoming groups with relevant information prior to re-entering or visiting the camp.
6. Review and revise systems to ensure risks are effectively controlled, in consultation with staff.

## Workplace 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.

**Before entering the camp, all staff must complete and sign the questionnaire and record their temperature.**

### Being proactive

- Stay home if feeling unwell.
- If you have COVID-19 like symptoms, you must get tested.
- All staff are required to complete online COVID-19 training.
- Consider downloading the COVID-19 App.
- Consider having a flu shot.
- Comply with common protocols – coughing, sneezing, social distancing,
- You must wear a face mask.
- Use non-contact greetings.

### At the office in Managers residence

- Sanitise or wash hands on entering and leaving the office.
- Sanitise or wash hands after using the bathroom.
- Place used tissues / sanitising wipes in the bin.
- Follow DHHS recommendations re. face coverings for regional Victoria.
- No more than 2 people in the office at any one time until we reach step 3 in the 3-StepFramework for COVID-Safe. <https://www.health.gov.au/resources/publications/3-stepframework-for-a-covidsafe-australia>
- No sharing of utensils or condiments.
- No more than two people in the car at any time.

### Recruitment / Induction / Training

- Online where possible.
- If meeting in person, carry out pre-meeting screening. If they have any COVID-19 like symptoms there will be 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.
- Follow DHHS recommendations re. face coverings for regional Victoria.
- Use non-contact greetings.
- Provide hand sanitising materials
- Provide bin for used tissues or sanitising wipes.

### Camp 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 you or anyone in your immediate family has COVID-19 like symptoms they must get tested and you cannot come to work.
- All staff are required to complete online COVID-19 training.
- Consider downloading the COVID-19 App.
- Consider having a flu shot.
- Comply with common protocols – coughing, sneezing, social distancing, face coverings.
- Use non-contact greetings.

## Campers / Travel

- Pre-camp screening – if any have COVID-19 like symptoms, that person cannot attend camp and they must get tested.
- No camper is to attend camp if feeling unwell even if they have non COVID-19 like symptoms.
- When using a bus for excursions, ensure transport supplier has appropriate COVID-safe plan.
- 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 camp 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.
- Follow DHHS recommendations for face coverings for Victoria.
- Putting on and taking off PPE equipment 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:
  - a person may run quite high range normally
  - time of test might affect outcome and
  - have an agreed process in place if someone tests outside of range (see below).
- If any camper or employees show 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**) 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-Catered Groups

Refer to Self-catered Groups COVID-19 Template below.

### Post camp

- If any camper or staff member exhibits any symptoms up to two weeks after returning from camp, the camp organiser and camp 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, wipes etc.

### 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 any symptoms. Always call before visiting your doctor or health facility.

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

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.



## Self-Catered Groups COVID-19 Form

**Name of Group:** .....

The guidelines and risk register supplied by Camp Kookaburra 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 Kookaburra 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 too.

In addition to the above, self-catered groups must:

- Provide a list of names and contact number of all people that will be onsite at any time during the stay.
- Physical distancing of 1.5m is to occur.
- Follow DHHS recommendations re. face coverings for Victoria.

Camp Kookaburra staff and guests are to follow the current advice of the Department of Health Victoria.

- If masks are mandatory, you must wear a fitted face mask that covers the nose and mouth. This means that face shields, bandanas, or scarves on their own will no longer be considered a sufficient face covering.
- There are a number of reasons for not wearing a face mask. Children under 12 are exempt, those who have breathing difficulties and those who have physical conditions that make wearing a mask difficult.
- A face mask with three layers is the option recommended by the Chief Health Officer, as it provides the best protection for you and others.
- Responsibility for wearing a face mask rests with the individual. Individuals who do not wear a face mask and do not have a lawful reason can be fined \$200. A Business owner will not be fined if a customer refuses to wear a face mask.
- If a guest refuses to wear a mask when mandatory, they can be asked to leave Camp Kookaburra.

- Dining rooms are to be cleaned and then sprayed with disinfectant spray after each meal.
- Frequently touched surfaces including tables, benchtops 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.
  - 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.

Name: ..... (Group co-ordinator)

Signed: ..... Date: .....

Please answer each statement with **YES or NO**. If the answer is YES to any of the below questions you are not allowed entry to the workplace and are to return home and seek medical advice. This may include a COVID-19 test and or self-isolation for 14 days, as per the government guidelines, before returning to work.

[illegible]



## School Group and Self-Catered Camp Screening Template: PRE-ARRIVAL

Screening on arrival of group/campers is in place during the coronavirus pandemic. To be completed on arrival and every day at camp.

Please answer each statement with **YES** or **NO**. If the answer is YES to any of the below questions, the group/campers are not allowed entry to the camp and are to return home and seek medical advice.

With your signature you confirm that the information you provide below is correct & true.

Date	Arrival Time	Name	Temperature on arrival to work site	Are you experiencing cold or flu like symptoms	Have you been in contact with someone who is confirmed to have COVID 19.	Have you returned from overseas in the past 14 days.	Have you been to or knowingly been in contact with someone from Melbourne in the last 14 days.	Have you been in contact with anyone who has a cold or flu like symptoms and have they/you been tested.	Signature

## School Group and Self-Catered Screening Template – DAILY

[illegible]

## Acknowledgements / references

International Camping Fellowship – CDC Guidelines for Camps USA

Australian Camps Association Member Resources – COVID 19

Department of Education and Training – School Camp Advice – Fact Sheet

Hospitality Industry Guidelines for Coronavirus (COVID19)

<https://www.worksafe.vic.gov.au/managing-risk-COVID-19-exposure-construction-industry>

[https://ais.gov.au/\\_\\_data/assets/pdf\\_file/0008/730376/35845\\_AIS-Framework-forrebooting-sport\\_FA.pdf](https://ais.gov.au/__data/assets/pdf_file/0008/730376/35845_AIS-Framework-forrebooting-sport_FA.pdf)

<https://www.health.gov.au/news/australian-health-protection-principal-committee-ahppcadvice-on-reducing-the-potential-risk-of-COVID-19-transmission-in-schools-24-april-2020>

[https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-COVID-19-what-you-need-to-know\\_7.pdf](https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-COVID-19-what-you-need-to-know_7.pdf)

**Appendix 1** - Staff Training

**Appendix 2** - COVID 19 Risk Register for Camp Kookaburra

**Appendix 3** - Camp Cleaning Procedures

**Appendix 4** - Outdoor Activity Cleaning Procedures