



Toll Free: 1800 887 717
T: 02 4997 3044
F: 02 4997 3144
E: aussie@bushcamp.com.au

COVID-19 Safety Plan

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Outdoor Education Providers – School Camp

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We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your guests.

This plan takes into account aspects mentioned in the following plans :

- COVID-19 Safety Plan Camping grounds and caravan parks
- COVID-19 Safety Plan Hotels and Accommodation (Group accommodation)
- COVID-19 Safety Plan Indoor Recreation Facilities
- COVID-19 Safety Plan Restaurants and Cafes
- COVID-19 Safety Plan Office Environment
- COVID-19 Safety Plan General

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your guests that they can safely visit your business. Note that workers include both paid and volunteer workers.

You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to workers and guests in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to nsw.gov.au

BUSINESS DETAILS

Business name: The Great Aussie Bush Camp

Plan completed by: Brad Higgins

Approved by: Brad Love

> GUIDELINES FOR BUSINESS

Guidelines for your workplace and the actions you will put in place to keep your guests and workers safe

Definitions:

Workers: All paid and volunteer staff

Guests: Individuals who visit the facility

Client group: A cohort of guests who assemble together for the duration of their stay at the facility commonly an entire school year group.

SECTION 1 – WELLBEING OF WORKERS AND GUESTS

REQUIREMENTS	ACTIONS
Wellbeing of workers and guests	

<p>Advise workers and guests to not attend facility/program if unwell with respiratory symptoms or fever, and to immediately get tested and place themselves in isolation until they have received their results.</p>	<p>Attending Clients internal or External must not attend GABC if they are ill or have symptoms of COVID-19.</p> <p>Pre-screening questions are sent to client groups and Team members</p> <p>Client groups are to declare that all guests have passed pre-screening questions before those guests can attend camp</p> <p>If during their stay become ill or have symptoms of COVID-19 Individuals must report to GABC Management as soon as possible to self-Isolate and to receive medical advice.</p> <p>Symptoms of COVID-19 can range from mild illness to pneumonia. Most people infected with COVID-19 will have a mild to moderate illness.</p> <p>The common symptoms of COVID-19 may include; Fever, Headache, Sore Throat , Cough, Fatigue, and Shortness of Breath</p>
<p>Provide workers with information and training on COVID-19, including when to get tested, physical distancing and cleaning.</p>	<p>Team members have signed and understood return to work under COVID conditions form after they have received training.</p> <p>This training includes but not limited to:</p> <ul style="list-style-type: none"> • Activity PPE Sanitisation requirements • Hand Sanitiser use and locations • Identified high traffic cleaning areas • Physical distancing requirements • Managing suspected COVID Cases • Group Management to prevent mixing <p>Basic infection control training from Aus Gov Health website recommended for all Activity team members https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training</p> <p>Signage is displayed to remind Team Members and clients of their responsibilities to keep each other safe, good hygiene practices and social distancing.</p>
<p>Consider how guests could be isolated if they demonstrate COVID-19 symptoms whilst at facility/program, until such time as they can leave the facility/program. If guest or workers begin to exhibit COVID-19 symptoms when away from main facility (e.g. hike or overnight tent based experience), then person isolated from rest of group and nominated workers member to don PPE and remain with this person for emotional and mental health support until repatriation to appropriate facility can be arranged.</p> <p>In the case of a minor who requires isolation, consideration must also be given to child protection protocols and duty of care during this time and how best to provide suitable</p>	<p>GABC has an isolation room set up for COVID-19 cases</p> <p>Where practical :</p> <ul style="list-style-type: none"> • Any attending students showing signs or symptoms of COVID-19 will be isolated (with mask) and parents informed to come and collect the individual • Any attending adults who become

<p>monitoring.</p>	<p>unwell with be given face mask and will be requested to leave and seek testing with the school to organise a replacement attending adult</p> <ul style="list-style-type: none"> • School responsibility to let GABC know of test results of persons sent home from camp • If offsite an emergency vehicle will be sent to pick up individual with all occupants donning appropriate PPE. Emergency vehicle to be thoroughly cleaned afterwards • Any accommodation room the suspected case has been in will be deep cleaned before occupants allowed back in or alternate lodgings provided <p>In the case of a minor the isolation room has an external covered Deck where a responsible person can be stationed to ensure child protection protocols are followed.</p> <p>A deep clean is done on isolation room once vacated</p>
<p>Make workers aware of their leave entitlements if they are sick and required to self-isolate.</p>	<p>Team members will be informed via Memo's and team meetings of entitlements.</p> <p>As it stands, the employee may use paid Personal/carer's leave entitlement.</p> <p>If this leave is exhausted, the employee may consider using their Annual Leave.</p> <p>Subject to consultation with their respective department manager and approval, Leave without pay may be considered.</p> <p>For those eligible they may work from home.</p>
<p>Consider whether appropriate cancellation or flexible booking is available, where individuals within client group cancel due to COVID-19 factors (such as being unwell or awaiting test results).</p>	<p>During COVID-19 pandemic GABC has always had a flexible booking policy</p> <p>Client groups are able to cancel and reschedule bookings without penalty</p> <p>Existing cancellation policies for guest non-attendance have been waived for the pandemic</p>
<p>Display conditions of entry and communicate key health messages and changes to workers, guests, visitors, residents and agencies (website, social media, email, reception).</p>	<p>All documents will be provided to designated organising person from client group through E-mail and organisation booklet to inform all attending students and adults of their conditions of entry.</p> <p>Individual group arrival briefings are given for students and adults with significant signage to</p>

	reinforce expectations.
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 guests.	<p>Our clients do not take self-directed tours away from our premise</p> <p>Any day trips are done in line with our licencing conditions and those imposed by National Parks and/or Local Council as part of their COVID-19 Policies</p>
If hiring the facility, consult with owner/operator to address these requirements to understand what measures may already be in place.	<p>We do not do self-catering or offer unattended hiring of our facility.</p> <p>All activities are fully programmed and managed by GABC Team members</p>
Only use transport providers with appropriate COVID safe plans	<p>All transport providers used by GABC have provided to us appropriate COVID Safe plans. These are provided to client groups upon request.</p> <p>Bus charters are organised so that, where practical, buses dropping off client groups are NOT used for picking up client groups at the same time.</p> <p>If requested by NSW Health in order to prevent prolonged travel time on bus trips pre-defined breaks can be organised on the way to and from camp</p> <p>Travel time to our facilities are as follows and measured from Hornsby :</p> <ul style="list-style-type: none"> • Kincumber is 60 minutes • Tea Gardens is 120 minutes

SECTION 2 – PHYSICAL DISTANCING

REQUIREMENTS	ACTIONS
Physical distancing	
<p>As Client Groups spend the duration of their stay as one cohort, the provision of meeting, dining, recreation and accommodation services are all considered part of the normal operation of such facilities. As such, these services are considered “exempted gatherings” under the Public Health (COVID-19 Restrictions on Gatherings and Movement) Order that is currently in force. All reasonable steps should be taken to ensure continued public safety.</p>	<p>This refers to total number of guests allowed per client group and total number of guests allowed onsite.</p> <p>AHPPC does not recommend adult style social distancing for school age children</p> <p>We will act in accordance with guest numbers and client group numbers as directed by NSW Health</p>
<p>Multiple Client Groups may attend the venue where management of Client Groups can be maintained for the duration of the program/stay at the venue, in order to prevent and limit co-mingling/cross-contamination. For example, multiple Clients Groups where possible will not share the same facilities/amenities, unless appropriate cleaning and hygiene protocols are implemented between different Client Groups.</p>	<p>Multiple client groups will be able to attend our facility and remained separated from other client groups during their stay to prevent co-mingling</p> <p>Client groups will be assigned a campsite and amenities facility for their exclusive use, where possible, during their time at camp. Team members will reiterate the need to use only their allocated amenities block.</p> <p>The Dining hall is split into zones and schools will dine in their zone only.</p> <p>Client groups will be given exclusive use to the dining hall where possible. Sanitising of tables/chairs and touch points between client groups.</p> <p>Alternate (outdoor) dining locations will also be used during their stay.</p> <p>Enhanced hand hygiene protocols are used in high traffic areas, and touch point cleaning is done in areas where client groups will traverse.</p>
<p>If any guest, irrespective of age, 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, with consideration given to emotional, and mental support and child protection obligations.</p>	<p>GABC has an isolation room set up for COVID-19 cases</p> <p>Where practical :</p> <ul style="list-style-type: none"> Any attending students showing signs or symptoms of COVID-19 will be isolated (with mask) and parents informed to come and collect the individual Any attending adults will be given face mask and will be requested to leave and the school to organise a replacement School responsibility to let GABC know of test results of persons sent home from camp

	<ul style="list-style-type: none"> • If offsite an emergency vehicle will be sent to pick up individual with all occupants donning appropriate PPE. Emergency vehicle to be thoroughly cleaned afterwards <p>In the case of a minor the isolation room has an external covered Deck where a responsible person can be stationed to ensure child protection protocols are followed.</p> <p>A deep clean is done on isolation room once vacated</p>
<p>Once allocated a tent or a bunk, each participant must use only that resource for the duration of their program/stay at the facility.</p>	<p>Room allocations are put together by organiser of attending client group.</p> <p>These documents will reflect bedding allocation which is to be maintained for entire stay at facility.</p> <p>Guests are briefed on arrival and during room allocation on the importance of remaining in their allocated beds.</p>
<p>Adult Accommodation sleeping arrangements, dining and bathroom facilities</p>	<p>Adults from the same client group will be provided accommodation facilities separate from the attending students.</p> <p>Adults will be accommodated at occupant density of 1 per 4 square metres and beds are set 1.5 metres away from each other.</p> <p>Most adult accommodation rooms have an ensuite which limits use of facility to the room occupants only.</p> <p>Adults are requested to bring their own pillows and are given the option to provide their own linen.</p> <p>GABC linen is laundered by third party commercial laundromat with detergents and in a warm wash</p> <p>Antibacterial wipes are provided in all adult accommodations so guests can wipe down surfaces and amenities after use.</p> <p>Hand sanitiser is mounted in the adult accommodation facilities.</p> <p>Adults have separate dining and morning/afternoon tea areas away from students. Indoor areas are signed for maximum occupants based on 1 per 4 square metre</p> <p>In adult dining room tables will be arranged</p>

	<p>so 1.5 metres physical distancing is maintained during meal times.</p>
<p>School aged Accommodation sleeping arrangements, dining and bathroom facilities.</p>	<p>AHPPC does not recommend adult style social distancing for school students and this arrangement is for bunk style accommodation, dining halls and amenities.</p> <p>In student rooms bedding configurations allows for over 1.5 metres of separation pillow to pillow or a barrier eg top bunk in between</p> <p>Occupant density is in line with recommendations of NSW Health and risk profile of attending schools</p> <p>Hand sanitiser is mounted at ingress and egress areas of the accommodation facilities for hand hygiene to be performed</p> <p>Once assigned a room and bed the guests cannot move or change for the duration of the stay.</p> <p>Students bring their own linen/sleeping bag and pillow</p> <p>In an emergency GABC can provide a sleeping bag or linen.</p> <p>GABC linen is laundered by third party commercial laundromat with detergents and warm wash</p> <p>Rooms are sanitised using a ULV fogger and hospital grade disinfectant between subsequent client groups</p> <p>Where possible, client groups are assigned a specific amenity facility for their exclusive use whilst at camp and are strongly encouraged to only use this facility during their stay</p> <p>Amenities are cleaned daily with high contact points done at extra times throughout the day.</p> <p>A GABC Team member will supervise set time allocation and areas for showers to reduce crowding. Procedures such as room by room for showers can be enacted if required.</p> <p>The Dining hall is split into zones and client groups will dine in their zone only.</p>

	<p>Client groups will be given exclusive use to the dining hall where possible. Sanitising of tables/chairs and touch points between client groups.</p> <p>Alternate (outdoor) dining locations will also be used during their stay.</p>
<p>What strategies do you have in place to keep guests separated within their own group context</p>	<p>All client groups are broken into smaller activity groups to conduct outdoor activities</p> <p>If required by the school and where practical:</p> <ul style="list-style-type: none"> • These activity groups can be assigned based on school class groups to prevent cohort mixing • Room and bed allocations can be assigned where boys from the same class group are in rooms together and girls from same class group in rooms together to help prevent cohort mixing • In dining hall only students of the same activity group dine together at the same table to prevent cohort mixing • When together as a client group social distancing can be implemented between activity groups
<p>Where practical, use separate doors for entry and exit, separate check-in, order and baggage storing points.</p>	<p>At all indoor areas where it is practical separate entry and exit doors are assigned. Where they do not create any additional hazard, barriers can be used to create two way access.</p> <p>Separate drop off and pick up bag locations are identified at each campsite to prevent mixing of luggage</p> <p>In most circumstances outgoing client groups will have left prior to incoming client groups arriving on site</p>
<p>Use contactless check-in where reasonably practical, to reduce the movement of guests and the number of surfaces touched. If signatures are required, clean pens between guest use with a disinfectant solution or wipe.</p>	<p>All client groups are met at front gate and taken to their accommodation campsite to prevent intermingling</p> <p>Any pens displayed on sign in counter have a Clean and used section. Used pens are sanitised before returning to clean section</p> <p>A QR code is used for contact tracing for additional visitors to the site.</p>
<p>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.</p>	<p>Vehicle traffic flow around facility is in a designated ring to prevent choke points.</p> <p>Tables not required for diners are stacked away to provide for social distancing</p>

	<p>Tables are positioned around dining area to maximize space between diners</p> <p>Signage is displayed to remind clients of their responsibilities to keep each other safe, Good hygiene practices and social distancing.</p> <p>Indoor venues have maximum ADULT capacity limits posted, and distance markers on the floor where possible queues can form.</p>
<p>Whenever practical, organise activities, accommodation, dining, etc to minimise the number of people each guest or worker is in contact with.</p>	<p>To reduce inter-mixing, activity instructors will be assigned to a single client group and will not mix with team members or guests from other client groups during their stay</p> <p>GABC team members will remain with their group and cohort to assist at meal and group times. Therefore reducing the necessity for additional numbers of adults to help.</p> <p>All activities and meal times are time-based and programmed to ensure maximum numbers are not exceeded and to prevent inter-mingling with other client groups</p> <p>The Dining hall is split into zones and schools will dine in their zone only.</p> <p>Client groups will be given exclusive use to the dining hall where possible. Sanitising of tables/chairs and touch points between client groups.</p> <p>Alternate (outdoor) dining locations will also be used during their stay.</p>
<p>Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.</p>	<p>Attending adults with client groups have bathrooms in their accommodation rooms and antibacterial wipes to clean after use.</p> <p>AHPPC does not recommend adult style social distancing for school students</p> <p>Where possible, each client group is assigned an amenities facility for their exclusive use during their time at camp. All guests are strongly recommended to only use these amenities at all times.</p> <p>A GABC Team member will supervise set time allocation and areas for student showers to reduce crowding. Procedures such as room by room for showers can be enacted if crowding occurs.</p> <p>Signage is displayed to remind Team Members and guests of their responsibilities</p>

	<p>to keep each other safe, Good hygiene practices and social distancing.</p>
<p>Where reasonably practical, ensure workers always maintain 1.5 metres physical distancing (including at meal breaks) and assign workers to specific workstations.</p>	<p>Signage is displayed to remind team members and clients of their responsibilities to keep each other safe, good hygiene practices and social distancing.</p> <p>Student dining area is split into zones and team members are assigned to zones during food service. Where possible team members are not to cross zones.</p> <p>Areas such as Teachers dining and kitchen are off limits to non-essential personnel to allow for social distancing</p>
<p>Use telephone or video for essential meetings where practical.</p>	<p>All bookings and pre-arrival communication will done via telephone and Email contact.</p> <p>Team member meetings are held in outdoor and ventilated areas with social distancing in place</p> <p>Video meetings are held for team members working from home</p>
<p>Stagger start times and breaks for workers members to minimise the risk of close contact, where reasonably practical.</p>	<p>All workers have a strict time based roster for each day, keeping team member numbers required on site to a minimum.</p> <p>Team members have staggered start and break times</p>
<p>Review regular deliveries and request contactless delivery and invoicing where practical.</p>	<p>Invoicing communication will done via telephone and Email contact.</p> <p>Only essential deliveries will be placed for contact delivery. Delivery persons will be requested to sanitise before dropping off any goods and / or entering the premise.</p> <p>Sanitiser station mounted at delivery entry point for delivery drivers</p> <p>Non-essential deliveries will be requested to be contactless delivery or use collection points.</p>
<p>If guests or workers need to travel together in the same vehicle</p>	<p>Where possible occupants in light vehicles to be kept to a minimum</p> <p>If required guests are to sit in the back diagonally from occupants in the front</p> <p>Antibacterial wipes and/or cleaning products are provided in all vehicles for drivers and passengers to wipe touch points before and</p>

	<p>after they finish with the vehicle.</p> <p>Airflow is recommended to on external airflow</p>
<p>Have strategies in place to manage gatherings that may occur immediately outside the premises, such as pick up or drop off zones.</p>	<p>As a school camp our main entrance is a road, and no gathering occurs at this point.</p> <p>Each campsite has its own unique drop off and pick up zone for client groups.</p> <p>Client groups can be staggered based on incoming booking times to prevent overcrowding</p>
<p>Group singing or chanting is particularly high risk and should continue to be avoided for all adult guests.</p>	<p>All Team members are updated on new policy regarding camp songs not being appropriate at this time.</p> <p>Singing is normally a group management tool but additional training is provided to team members for alternatives</p> <p>Singing amongst the guests is discouraged whilst choir activities are not allowed at school</p>

SECTION 3 – HYGIENE AND CLEANING

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
<p>Adopt good hand hygiene practice and ensure hand hygiene facilities are available to guests and workers.</p>	<p>Team Members will wear gloves and masks when dealing with food for others.</p> <p>Good hand hygiene practices, washing and sanitising hands will be maintained by all team members.</p> <p>Signage is displayed to remind team Members and clients of their responsibilities to keep each other safe, good hygiene practices and social distancing.</p> <p>Guests will be encouraged to wash and sanitise hands in and out of activity areas, campsites and dining areas.</p> <p>Team members are to role model good hygiene practices</p>
<p>Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Consider providing visual aids above hand basins to support effective hand washing.</p>	<p>Increased stocking of hand soap and paper towels has been undertaken in all bathrooms</p> <p>Signage of instructions on how to wash hands are posted at all amenities.</p>
<p>Clean indoor hard surfaces (including children’s play areas) at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day</p>	<p>Significantly increased cleaning and disinfecting of high traffic areas on a regular basis and where practical between use.</p> <p>High traffic areas are identified at each campsite and cleaned multiple times a day</p> <p>Antibacterial wipes are available at all times for adults to wipe down and disinfect their own areas</p> <p>Daily cleaning of meal area is conducted</p>
<p>Make hand sanitiser available at key points around the facility and encourage frequent use.</p>	<p>Hand Sanitiser will be provided at all high traffic locations around camp. These include but are not limited to :</p> <ul style="list-style-type: none"> • Dining hall • Morning/afternoon tea areas • Accommodation campsites. • Activity locations • Entry to indoor areas • Site Office <p>Students and adults will be asked to bring with them a personal hand sanitiser for their stay at camp.</p>

	<p>Signage is displayed to remind team Members and clients of their responsibilities to keep each other safe, Good hygiene practices and social distancing.</p> <p>Team members are to role model good hygiene practices</p>
<p>Avoid self-service food service, with all food served by facility workers or designated group representative.</p>	<p>For student dining all serving areas are manned by GABC team members. No students serve themselves.</p> <p>GABC Team members will wear gloves and masks whilst serving students in dining areas.</p> <p>Drink stations are still operational as they use cups to operate and not hands</p> <p>In teachers dining room buffet food areas are shut down and seated table service will apply</p> <p>GABC Team members will wear a mask whilst serving teachers in teacher dining area.</p> <p>PC condiments are made available on request but not placed on the table.</p> <p>Teacher's communal drinking water is not available. Individual drinks are available in the fridge and delivered by GABC team member upon request</p>
<p>Clean cutlery and tableware with detergent and hot water, or with a commercial grade dishwasher if available. Cutlery must not be issued from common container, unless each cluster of cutlery is in a self-contained package.</p>	<p>Kitchen dishes are washed in a commercial grade dishwasher or hot water with detergent</p> <p>All crockery and cutlery is washed in a commercial grade dishwasher.</p> <p>Sharing of dishes and utensils is strongly discouraged</p> <p>Utensils are issued to students by a single team member who is wearing gloves and a mask.</p>
<p>Consider strategies to reduce the number of surfaces touched by guests.</p>	<p>Clear direction will be given by the GABC Team to guests at all time to ensure guests stay in designated zones and activity areas</p> <p>Areas not used will be signed as out of bounds</p> <p>Teachers dining area will be table service to prevent moving around the room</p>

<p>Clean public areas frequented by workers or guests 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, that adheres to the standards as specified by Safe Work Australia</p>	<p>Daily cleaning is scheduled of public areas with significantly increased cleaning and disinfecting of high traffic areas on a regular basis and where practical between use.</p> <p>Antibacterial wipes are available at all times for individuals to wipe down and disinfect their own areas</p>
<p>Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.</p>	<p>Disinfectant solutions are maintained at an appropriate strength and used in accordance with the manufacturer's instructions.</p>
<p>Whenever possible, each Client Group should be allocated dedicated equipment (including personal protective equipment) for the duration of the activity. All equipment should be cleaned/sanitised according to manufacturer's instructions or industry best practice before use by another Client Group.</p>	<p>Sharing of activity equipment is kept to an absolute minimum within the client activity group context whilst good hand hygiene is being practiced</p> <p>Good hand hygiene practices of washing and sanitising hands before, during and after each activity session are enforced by GABC team members.</p> <p>Where possible the entire client group will use the same activity location during their time at camp</p> <p>All equipment is cleaned/sanitised before use by a different client group</p>
<p>Ensure activities are non-contact as much as practical. Accidental contact may occur but no deliberate body contact drills</p>	<p>All activities at the GABC are non-contact, there are no deliberate body contact drills</p> <p>Full contact sport is allowed under the AIS return to Sport framework and as such each "Outdoor Activity" is defined as a field of play.</p> <p>Inside the field of play contact is allowed for situations that involve safety and checking of PPE.</p> <p>Good hand hygiene practices of washing and sanitising hands before, during and after each activity session are enforced by GABC team members.</p>
<p>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, guests should not share dishes, drinking glasses, cups or eating utensils.</p>	<p>Kitchen dishes are washed in a commercial grade dishwasher or Hot water with detergent</p> <p>All crockery and cutlery is washed in a commercial grade dishwasher.</p> <p>Sharing of dishes and utensils is strongly discouraged</p>

<p>How has cleaning and operations changed in commercial kitchen to help minimize spread</p>	<p>COVID-19 is not a food borne disease and standard HACCAP Food Safety/Cleaning Procedures are sufficient</p> <p>Team members in the kitchen are assigned work stations and cross over between stations are kept to a minimum</p> <p>Where possible physical distancing is practiced in the kitchen</p>
<p>Workers to wear gloves when cleaning, and wash hands thoroughly before and after with soap and water.</p>	<p>Gloves will be worn when leaning/disinfecting of high touch areas throughout the day</p> <p>Additional training given to Team members regarding appropriate use of PPE</p> <p>Good hand hygiene practices, washing and sanitising hands will be maintained by all team members.</p>
<p>Limit the use of cash transactions by encouraging contactless payment options.</p>	<p>All invoicing is sent through to clients via email and payments received via EFT</p> <p>Any purchases from the souvenir shop must be done via pre order with payment being managed by the school.</p> <p>If cash is sent for pre orders Team members will use appropriate hand hygiene before and after handling of the money</p>

SECTION 4 – RECORD KEEPING

REQUIREMENTS	ACTIONS
Record keeping	
<p>Keep a record of name and a mobile number or email address for all workers, guests 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.</p>	<p>GABC will keep contact records of all Team member and when they worked and with which client groups they were assigned to</p> <p>GABC will keep contact records of all contractors and day visitors that enter the camp</p> <p>GABC will keep contact records of all client groups that attend camp</p> <p>The attending client group will keep records of all the students and adults that attended with their school in a format ready to supply to NSW Health</p> <p>A QR Code sign in procedure is in place at the main office and all delivery locations at the facility</p>
<p>Employers should make workers and guests aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.</p>	<p>All Team Members are informed about the COVIDsafe app and will be recommended to install.</p> <p>The benefits of the app to support contact tracing is explained and discussed</p> <p>Attending client groups will be recommended that any guests with a smart phone should have the COVIDSafe app installed and running during their stay</p>
<p>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.</p>	<p>In the case of a positive diagnosis of COVID-19 at our workplace we will be taking advice from NSW Health in the way of contact tracing, Deep cleaning and closures</p> <p>Safework NSW will be contacted on 13 10 50</p>