



**Allambee
Camp**

COVID-19 Policy and Procedures

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Introduction

Camps provide a tailor-made solution to improve mental and physical health. There is no better way to reconnect with friends, family, fellow students and others than through the shared camp experience. Research shows that camps can help decrease anxiety, increase personal & interpersonal skills and improve connection with peers.

This document has been prepared to inform stakeholder about the procedures that Allambee Camp takes to manage the risk of coronavirus (COVID-19) transmission during and immediately following the COVID-19 pandemic. It is not exhaustive in its scope and will be updated as new information comes to light and as lockdown stages / social isolation measures change.

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. The ACA and the CVA 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 and we do understand that independent schools may choose to take a different approach to that directed by a DET.

We also note 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.

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What are the symptoms of COVID-19?

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

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

 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
Fever		Common	Rare	Common
Cough		Common	Common	Common
Sore Throat		Sometimes	Common	Sometimes
Shortness of Breath		Sometimes	No	No



COVID-19: IDENTIFYING THE SYMPTOMS

SYMPTOMS		COVID-19	COLD	FLU
		Symptoms range from mild to severe	Gradual onset of symptoms	Abrupt onset of symptoms
Fatigue		Sometimes	Sometimes	Common
Aches & Pains		Sometimes	No	Common
Headaches		Sometimes	Common	Common
Runny or Stuffy Nose		Sometimes	Common	Sometimes
Diarrhea		Rare	No	Sometimes, especially for children
Sneezing		No	Common	No

Camp Management Responsibilities to Staff

Due to working in proximity to other people and the potential to come into contact with potentially 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.

All staff have completed an online training COVID -19 course from the Australian Department of Health.

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

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

Controlling 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.

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Management have the duty to provide information and brief all employees and contract staff, including catering and cleaning staff, on relevant information and procedures to prevent the spread of coronavirus to people in the camp setting.

Screening Staff and Groups

Allambee Camp has implemented a screening process to minimise the introduction of COVID-19 to the venue. These are detailed in the Risk Register component of this document below.

Examples of these processes are asking employees returning to the camp if they have travelled overseas, been in contact with any confirmed cases of COVID-19, have flu like symptoms or a temperature.

This also applies to group booking the site the site. A written record of the response will be kept.

To ensure person-to-person contact is minimised, screening will be done over the phone or by non-contact methods.

Messaging for Stakeholders at Camp

Allambee Camp will convey the following messages to stakeholder:

- For parents of children attending camp – According to DET Operations Guide your child must not come to camp if feeling unwell. You must keep them at home, away from others and seek medical advice.
- For children on camp - tell your teacher/group leader or a camp staff member if you are feeling unwell.
- For all adults (guests and staff) - the greatest risk of transmission in the camp environment is between adults. It is of utmost importance that camp staff, accompanying teachers and other adults maintain physical distancing between themselves and each other at camp.

Maintaining Personal Hygiene

To ensure that personal hygiene is maintained, Allambee Camp will:

- Teach and reinforce washing hands
- Teach and reinforce covering coughs and sneezes
- Have adequate supplies to support healthy hygiene behaviours, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), and hand paper towel.
- Provide hand sanitiser in high traffic areas where there's no access to soap and water (near deck area, multipurpose room, rec shed). Communicate with campers/staff about hand sanitiser locations and encourage regular use.
- Display hygiene information in prominent locations (bathrooms, dining room, bunk rooms, multipurpose rooms, kitchens).
- Provide hand washing facilities, clean running water, soap and paper towels, to ensure campers and employees can access them.
- Ensure that rubbish bins can be used touch-free (i.e. no lid or foot pedal bins).
- Implement an appropriate waste management system.

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- Ensure all campers and employees follow good hygiene practices, including washing hands frequently with soap and water for at least 20 seconds, covering coughs and sneezes, or coughing into their elbow or shoulder and avoiding touching eyes, nose or mouth.

Cleaning and Disinfection

The aim is thorough and regular sanitation.

Thorough and regular cleaning will to be undertaken in all transit areas, communal and meal break areas, shared facilities (i.e. bathrooms and kitchens) and shared equipment.

- Clean, sanitise and disinfect frequently touched surfaces (for example door handles, sink handles etc.) twice per day and shared objects between use.
- Avoid use of items that are not easily cleaned, sanitised, or disinfected.
- Ensure safe and correct application of disinfectants and keep products away from unauthorised people.
- 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.
- Follow cleaning guidelines by the Australian Department of Health.

Physical Distancing - Indoors

An indoor gathering refers to a gathering within a single enclosed area (i.e. an area, room or premises that is or are substantially enclosed by a roof and walls, regardless of whether the roof or walls or any part of them are permanent, temporary, open or closed).

Campers 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.

Allambee Camp has the Victorian Government QR Code system in place. Therefore the number of people for the size of your room (density) is calculated by dividing the area of a room by 2 to calculate the maximum number of people allowed. Please note, **this does not apply to school groups.**

Communal spaces, maximum capacity

Kitchen 27 m²: The density quotient limit does not apply to workers in kitchens, however staff working in the kitchen must practise physical distancing where possible.

Dining room: 100 m² : 2 (using QR code for check-in) = 50 people max. (schools are exempt)

Deck: 96 m² : 2 (using QR code for check-in) = 48 people max. (schools are exempt)

Multipurpose room Strzelecki Lodge: 76 m² : 2 = 38 people max. (schools are exempt)

Multipurpose room Mountain Ash Lodge: 64 m² : 2 = 32 people max. (schools are exempt)

Recreation shed: 9x14m = 126 m² : 2 = 63 people maximum (schools are exempt)

Pool area: 16.3x11m = 179 m² : 2 = 89 persons in the water

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Bunk rooms, maximum capacity

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 accompanying school groups.

Strzelecki Lodge

Bunk room 1: 22 m² : 2 = 10 people max. (except students with school groups)
Bunk room 2: 32 m² : 2 = 16 people max. (except students with school groups)
Bunk room 3: 22 m² : 2 = 11 people max. (except students with school groups)
Bunk room 4: 20 m² : 2 = 10 people max. (except students with school groups)
Bunk room 5: 20 m² : 2 = 10 people (except students with school groups)
Bunk room 6: 14 m² : 2 = 7 people (except students with school groups)
Bunk room 7: 10 m² : 2 = 5 people (except students with school groups)

Wattle Lodge

Bunk room 8: 13 m² : 2 = 6 people max. (except students with school groups)
Bunk room 9: 16 m² : 2 = 8 people max. (except students with school groups)
Bunk room 10: 9 m² : 2 = 4 people max. (except students with school groups)
Bunk room 11: 8 m² : 2 = 4 people max. (except students with school groups)

Mountain Ash Lodge:

Bunk room 12: 10 m² : 2 = 5 people max. (except students with school groups)
Bunk room 13: 13 m² : 2 = 6 people max. (except students with school groups)
Bunk room 14: 26 m² : 2 = 13 people max. (except students with school groups)
Bunk room 15: 20 m² : 2 = 10 people max. (except students with school groups)
Bunk room 16: 15 m² : 2 = 7 people max. (except students with school groups)
Bunk room 17: 26 m² : 2 = 13 people max. (except students with school groups)

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.

Groups must adhere to the maximum density (2 m² rule as we are using our QR code) in the dining room (except school groups). 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. Maximum numbers for indoor gatherings apply, please follow current DHHS guidelines.

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

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

Where it is not possible to undertake work tasks or deliver activities and maintain physical distancing (i.e. in the camp kitchen), other control measures need to be adhered to. This includes:

- Encouraging non-contact greetings.
- Minimise the number of 'person to person' interactions that need to be completed within 1.5 metres.
- Minimise the number of individuals involved in activities that need to occur within 1.5 metres of each other.
- Provide personal protective equipment (PPE) (eg gloves, masks, glasses) where required.

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- Where possible, conducting briefings or debriefings outdoors or in environments with enhanced ventilation.
- Where possible, arranging furniture to leave as much space as possible between participants.

Physical Distancing - Outdoors /Activities

Allambee Camp will plan to undertake the activity with at least 1.5m distance between participants (including staff). In some instances, i.e. clipping participants on Flying Fox, Giant Swing, checking harnesses etc., this brief close contact cannot be eliminated. The latest recommendation from the Victorian Health Department for regional Victoria is that people wear a face mask, where the 1.5m distance cannot be maintained. There is an exemption for people aged 12 and under, individuals with breathing difficulties and those who have physical conditions that make it difficult to wear a face mask.

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

Shared equipment

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

- Provide cleaning products (i.e. alcohol spray or solution) 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.
- Ensure all parts of the equipment (i.e. including buckles, clips) are wiped down before and after use.

The shared use of tablets and other devices should also be avoided. Where this is not possible, these items should be regularly disinfected.

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

Use of play equipment by children at camp is unlikely to appreciably increase the risk of exposure to the virus when compared with other activities undertaken at camp. Allambee Camp provides play equipment and has the following precautions in place:

- Avoiding overcrowding of playground.
- Cleaning play equipment between use by different groups.
- Ensuring children wash their hands (or apply alcohol-based hand rubs) before and after using play equipment.
- Excluding unwell users.

First Aid

The group leaders are primarily responsible for First Aid. Qualified Allambee Camp staff will provide support if required.

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Standard precautions should be adopted when providing first aid, for example gloves and an apron to use when dealing with blood or body fluids/substances.

Always wash hands with soap and water or use a hand sanitiser before and after providing first aid.

What do to if a Staff Member or Participant is Suspected of Having COVID-19

Where there is a suspected or confirmed 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.

In the event of a suspected or confirmed COVID-19 case the relevant health authority will contact the individual to identify the close contacts and the causal contacts. If the employee or participant has attended Allambee Camp while they were infectious and had close contact with other people, this authority will contact the camp.

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

- Consult and communicate with staff (including casual and contractors).
- Identify site locations for cleaning and disinfection.
- Follow Allambee Camp cleaning and disinfection regime for these areas. These cleaning procedures will be overseen by a competent person.
- The competent person needs to confirm, that the cleaning and disinfection regime has occurred before re-entry to the affected areas is allowed.
- Provide staff and upcoming groups with relevant information prior to re-entering the camp or visiting the camp.
- Review and revise systems to ensure risks are effectively controlled, in consultation with staff.

Children or young people at camp experiencing symptoms compatible with COVID-19 (fever, cough or sore throat) should be isolated in an appropriate space with suitable supervision, and collected by a parent/carer as soon as possible.

COVID-19 Risk Register ALLAMBEE CAMP

Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?
Guests attend venue whilst COVID-19 positive	Staff or other guests becoming infected with COVID-19 (could result in serious illness or death).	Low, there is currently no community transmission in Victoria	Moderate, while there are no local cases the consequences may be severe.	<p>Groups co-ordinators informed of symptoms of COVID-19. Posters prominently displayed outlining COVID-19 symptoms.</p> <p>Instructions given to group co-ordinators that no guest is allowed to enter the facility if they demonstrate any COVID-19 symptoms.</p> <p>Soap, water and paper hand towel readily available. Where this is not available, alcohol-based hand sanitiser is to be used.</p> <p>All campers given appropriately spaced accommodation according to the regulations.</p> <p>Group co-ordinators asked to confirm that no one in their group, to their knowledge:</p> <ol style="list-style-type: none"> 1. Demonstrates a temperature above the normal range 2. Has exhibited any COVID-19 symptoms in last 2 days 3. Had no known personal contact with a COVID-19 carrier (last 14 days) 4. Has returned from overseas in the past 14 days 5. Has been required to quarantine because they have been diagnosed with COVID-19
Staff attends workplace whilst COVID-19 positive	Other staff or guests becoming infected COVID-19 (could result in serious illness or death).	Low, there is currently no community transmission in Victoria	Moderate, while there are no local cases the consequences may be severe.	<p>Staff complete online hospitality focused training prior to commencing work with guest groups.</p> <p>Staff are screened and asked to sign COVID-19 Workplace screening form at beginning of each shift.</p> <p>Staff have been temperature checked before the start of any shift and not allowed to work if their temperature is above the normal range. Temperature to be recorded.</p> <p>Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority, referencing school cleaning guidelines as issued by Victorian Department of Education.</p> <p>Frequently touched surfaces cleaned in line with relevant Department of Education Guidelines for cleaning protocols for schools.</p> <p>Contact the Department of Health to ensure they are aware of the diagnosis, and seek their advice as to which employees are at risk of contracting coronavirus and whether the workplace needs to be shut down.</p>

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Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?
				<p>If the employee was present in the workplace immediately prior to the diagnosis, you should also take the following additional steps: -</p> <ul style="list-style-type: none"> • Notify your remaining employees that there has been a confirmed case of coronavirus in the workplace. • Do not disclose who the employee is. • Notify appropriate authorities and follow their guidelines. <p>Staff have been briefed on symptoms of COVID-19 and have been told to stay home if they aren't feeling well.</p> <p>If a staff member becomes unwell at work, a process is in place to isolate them and arrange for them to be sent home to receive medical attention.</p> <p>Staff don't have contact with delivery drivers, all paperwork is completed electronically.</p> <p>Soap and water for hand washing and paper towel for hand drying is available in bathrooms.</p> <p>Alcohol based hand sanitiser is also available in staff areas where soap, water and paper towel are not available.</p> <p>Where staff meetings are required, social distancing principles enforced.</p> <p>Break times are staggered to minimise the number of staff gathering.</p> <p>Posters prominently displayed outlining COVID-19 symptoms.</p> <p>Regular training of employees.</p> <p>Work with employees to develop and implement a workplace COVID-Safe Plan.</p>

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<p>Transmission from delivery drivers and contractors</p>	<p>Other staff or guests becoming infected COVID-19 (could result in serious illness or death).</p>	<p>Low as all deliver drivers and contractors provided with instructions regarding being COVID-19 safe</p>	<p>High if infection transmitted to staff</p>	<p>Information on procedures shared with relevant parties. Contactless delivery of all goods. All contractors to be temperature tested before they are allowed to work on site and log of results maintained Social distancing procedures in place. Follow DHHS recommendations re. face masks. During site induction, contractors are informed of symptoms of COVID-19 and asked if they have any flu like symptoms. Contractors who display flu like symptoms are isolated until they can be sent home. All contractors to provide their COVID-safe plan before being admitted onsite.</p>
<p>Spread of COVID-19 within the venue</p>	<p>Staff and / or guests may become infected with COVID-19 (could result in serious illness or death).</p>	<p>Low, there is no community transmission in Victoria</p>	<p>Moderate, while there are no local cases the consequences may be severe.</p>	<p>Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority referencing school cleaning guidelines as issued by relevant Department of Education. Frequently touched surfaces cleaned in line with relevant Department of Education Guidelines for cleaning protocols for schools. Hand washing facilities are provided and kept clean, properly stocked and in good working order. Waste bins provided in accommodation and communal areas emptied regularly. Physical distancing and follow DHHS recommendations re. face masks. Alcohol based hand sanitiser is provided at entry to communal areas where handwash facilities are not available. Posters on hand washing are prominent in all public areas, toilets and bathrooms. Groups are provided appropriately spaced accommodation. Staff break times are staggered to minimise the number of staff gathering. Where staff meetings are required, social distancing principles enforced. Activity equipment wiped down with disinfectant between uses – activity equipment not shared between guests unless sanitised first. Self-Catered groups to sign declaration committing to adhere to all COVID-19 social distancing and hygiene requirements.</p>
<p>Infection due to sleeping arrangements – students with school groups</p>	<p>Other students could become infected</p>	<p>Low, AHPPC advised low risk of infection from students</p>	<p>Moderate</p>	<p>Brief all schools on policy as part of communication. No guest permitted on camp if they display symptoms of COVID-19. Any student who displays symptoms during camp immediately isolated and COVID-19 quarantine procedures put in place. All guests to bring own bed linen, including pillow. Mattress covers cleaned with disinfectant at end of each use.</p>

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Infection due to sleeping arrangements – teachers/adults	Other teachers/adults could become infected	Moderate, virus could spread to small number of adults in immediate contact with staff member	Moderate	Brief all schools/groups on procedures during induction. All sleeping facilities receive a deep clean between every change of group. All guests to bring own bed linen, including pillow. Mattress covers cleaned with disinfectant at end of each use. All teachers/adults to have appropriate space between them for sleeping arrangements. Any teachers/adults who are deemed high risk due to existing underlying medical conditions given separate sleeping quarters.
Social Distancing in Dining Room – for school groups	Other guests become infected	Low, students are not known not transmit COVID-19 to other youth	Moderate	Teachers/adults to have separate dining space with appropriate social distancing provided. No social distancing required for school students or other groups of children under 18.
Social Distancing in Dining Room – for other groups	Other guests become infected	Low, there is no community transmission in Victoria	Moderate	Families/persons living in same household can share a table. Social distancing rules apply to people that don't usually live in the same household. Tables to be spaced apart to allow for social distancing.
Spread of infection due to serving of food	Other guests become infected	Low, there is no community transmission in Victoria	Moderate	All food is appropriately covered. Screen is mounted on servery between clients and kitchen staff. All food served by venue staff who have access to appropriate PPE, no self-serve. All plates, cutlery, etc cleaned in appropriate manner to meet HACCP standards or are enviro-friendly disposable
Transmission of COVID-19 via use of outdoor equipment	Other guests become infected	Low, there is no community transmission in Victoria	Moderate	All equipment wiped down with disinfectant between users. Equipment not shared between guests unless sanitised first.
Persistent use of latex gloves	New or aggravated latex sensitivity	Low, latex free gloves supplied to people with allergies	Moderate, effected individuals may have a significant reaction	Staff with allergies are provided with non-latex gloves or can remove gloves when not necessary.
Persistent use of hand sanitiser	Dermatitis	Moderate, many staff will not have used hand sanitiser regularly before	Moderate, effected individuals may have a significant reaction	Staff are encouraged to wash hands with soap and water for 20 secs, where possible as an alternative to hand sanitiser in non-medical situations. Identify staff with a history of dermatitis or allergy to alcohol and provide safe alternative.

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Buses	Social distancing is not required on buses / public transport. Schools are exempt.	Very unlikely	Low, students are not known to transmit COVID-19 to other youth, moderate for other age groups	Transport company must have COVID-safe plan. Buses are to be disinfected before use and sprayed clean between users. Students are to sanitise their hands before entering the bus.
Activity harnessing	Social distancing and close contact to check and setup harness. Spread of COVID-19	Very unlikely	Low, students are not known to transmit COVID-19 to other youth, moderate for other age groups	Staff are encouraged to wash hands with soap and water for 20 secs where possible as an alternative to hand sanitiser in non-medical situations. All equipment wiped down with disinfectant between users. Equipment not shared between guests unless sanitised first. Participants to get into own harness with limited help, staff to intervene if unsafe or incorrectly fitted.

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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.

Being proactive

- Stay home if feeling unwell.
- If you have COVID-19 like symptoms (see below), 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, face masks.
- Use non-contact greetings.

At the office

- Avoid office overcrowding.
- 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.
- Workstations must be spaced to allow for a minimum of 1.5m between people.
- Follow DHHS recommendations re. face masks.
- No more than 3 people in the office at any one time.
- Consider staggering lunch times.
- No sharing of utensils or condiments.
- Sanitise table after each use.
- No more than two people in the car at any time (one in front, one in back)
- Last person to leave the office each day will wipe down common touch points - printer controls, door handles, filing cabinet handles, light switches.

Recruitment / Induction / Training

- Online where possible.
- If meeting in person, carry out pre-meeting screening (any COVID-19 like symptoms).
- 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 masks for Victoria.
- Use non-contact greetings.
- Provide tissues and hand sanitising materials.
- Put used tissues / sanitising wipes in bin.

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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 anyone has COVID-19 like symptoms (see start of document), they must get tested and cannot come to work.
- If anyone has chronic conditions such as hay fever, chronic rhinitis etc. that might be mistaken for COVID-19 symptoms, please ask your doctor to supply you with a medical certificate confirming this condition.
- 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 COVID-19 like symptoms (see start of document) = 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 (see start of document).
- Travel – ideally no more than two people in a car.
- If using a bus, 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 re. face masks.
- Don and doff as per <https://www.youtube.com/watch?v=84CydmuHXD8>
- Immediately dispose of used PPE.
- 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.

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Self-Catered Groups

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 serious symptoms. Always call before visiting your doctor or health facility.

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

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.

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Self-Catered Groups COVID-19 Form

Name of Group:

The guidelines and risk register supplied by Allambee Camp 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 Allambee Camp 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 to.

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. **Please use our QR Code to sign-in.**
- Physical distancing is to occur between adults that are not part of the same household.
- Follow DHHS recommendations re. face masks, hand hygiene and cough etiquette.
New regulation from 31st of December 2020 5pm onwards: Persons 12+ years old MUST wear masks indoors. Masks can be taken off for eating and drinking.
- Please adhere to maximum capacity signs on deck, in dining room, multipurpose room, rec shed and pool.
- Dining rooms are to be cleaned and subsequently sprayed with disinfectant spray after each meal.
- Frequently touched surfaces including tables, benchtops, door handles, light switches etc. are to be cleaned regularly (at least twice daily). Depending of the users this may include 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.
 - Cutlery is to be stored and served in individual paper sleeves or serviettes.
 - 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.**
- If anyone is feeling unwell, please isolate and organise transport know. Any suspected cases of COVID-19 need to be reported to camp staff.
- If any camper exhibits any symptoms up to two weeks after returning from camp, the camp manager must be advised.

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:**

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Acknowledgements / References

International Camping Fellowship – CDC Guidelines for Camps USA

<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-for-rebooting-sport_FA.pdf

<https://www.health.gov.au/news/australian-health-protection-principal-committee-ahppc-advice-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

Australian Camps Association Member Resources – COVID 19