

**ALLAMBEE CAMP**



**Allambee  
Camp**

# COVID-19 Policy and Procedures

# ALLAMBEE CAMP

## Contents

Introduction .....	3
What are the symptoms of COVID-19? .....	4
Camp Management Responsibilities to Staff .....	5
Legal Duties .....	5
Identifying Risks at Camps .....	6
Controlling Risks.....	6
Messaging for Stakeholders at Camp .....	7
Maintaining Personal Hygiene .....	7
Cleaning and Disinfection .....	7
Physical Distancing and Mask Wearing - Indoors .....	8
Physical Distancing - Outdoors / Activities.....	8
Shared equipment .....	<b>Error! Bookmark not defined.</b>
First Aid .....	8
What do to if a staff member or participant is a suspected COVID-19 case .....	9
What to do if a staff member or participant is a confirmed COVID-19 case .....	9
COVID-19 Risk Register ALLAMBEE CAMP .....	10
Workplace COVID-Safe Plan .....	14
Self-Catered Groups COVID-19 Form.....	16
Acknowledgements / References.....	17

# ALLAMBEE CAMP

## 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<sup>①</sup> shows that camps can help decrease anxiety, increase personal & interpersonal skills and improve connection with peers and with schools – all valuable outcomes as we re-integrate students into schools and the wider community.

This document has been prepared to inform stakeholders 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 restrictions 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 DET. DET directives will be governed by advice from various state Departments of Health.

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.

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

# ALLAMBEE CAMP

## 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.







If you develop COVID-19 related symptoms, you should get tested for COVID-19 immediately via Rapid Antigen Test (RAT) or PCR test. Please report your positive RAT result as per instructions on <https://www.coronavirus.vic.gov.au/report-your-rapid-antigen-test-result> and follow the checklist for COVID-cases <https://www.coronavirus.vic.gov.au/checklist-cases>.

For more information about the transmission and symptoms of COVID-19, please see <https://www.coronavirus.vic.gov.au/>

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

### Legal Duties

Employers have duties under the various OHS and WHS Acts, which include that they must, so far as is reasonably practicable:

# ALLAMBEE CAMP

- 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.
- Abide by the State Government guidelines.

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.

Management has 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.

# ALLAMBEE CAMP

## 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 attend camp if feeling unwell. You must keep your child 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 as well as following VIC Government regulations in regards to mask wearing.

## 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.
- Display hygiene information in prominent locations (bathrooms, dining room, multipurpose rooms, kitchen).
- Provide hand washing facilities, clean running water, soap and paper towels, to ensure campers and employees can access them.
- Implement an appropriate waste management system.
- 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) etc.

- Clean, sanitise and disinfect regularly.
- 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.

# ALLAMBEE CAMP

## Physical Distancing and Mask Wearing - 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).

Schools must adhere to the Victorian Department of Education guidelines <https://www.coronavirus.vic.gov.au/operating-guidelines-for-schools>

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.

Follow mask wearing rules as per Government guidelines <https://www.coronavirus.vic.gov.au/face-masks>

For physical distancing in our meal service area a physical barrier (screen) has been 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.
- 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 onto Flying Fox, Giant Swing, checking harnesses etc., a brief close contact cannot be eliminated. We follow Government regulation in regards to wearing face masks <https://www.coronavirus.vic.gov.au/face-masks>

## First Aid

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

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.



# ALLAMBEE CAMP

## What do to if a staff member or participant is a suspected COVID-19 case

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

Adult campers that are feeling unwell need to be isolated, organise transport home immediately and get tested.

Staff members that are feeling unwell need to be isolated, organise transport home immediately and get tested. They are not to return to work unless they test negative and are well again.

## What to do if a staff member or participant is a confirmed COVID-19 case

Where there is a confirmed case of COVID-19 in a camp, check <https://www.coronavirus.vic.gov.au/checklist-contacts> for actions that need to be taken.

Alternatively call the Coronavirus Hotline on **1800 675 398**. This helpline operates 24 hours a day, 7 days a week, and will give further advice.

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

- Consult and communicate with staff (including casual and contractors).
- Use information on <https://www.coronavirus.vic.gov.au/checklist-contacts> to identify actions that need to be taken.
- Notify work contacts
- 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.
- Review and revise systems to ensure risks are effectively controlled, in consultation with staff.
- Keep record of incident (Illness Report Form)

## 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?
<b>Guests attend venue whilst COVID-19 positive</b>	Staff or other guests becoming infected with COVID-19 (could result in serious illness or death).	Moderate, there is community transmission in Victoria	Low, as most guests and staff are vaccinated	Groups co-ordinators informed of symptoms of COVID-19. Posters prominently displayed outlining COVID-19 symptoms. Instructions given to group co-ordinators that no guest is allowed to enter the facility if they demonstrate any COVID-19 symptoms. Soap, water and paper hand towel readily available. Where this is not available, alcohol-based hand sanitiser is to be used.
<b>Staff attends workplace whilst COVID-19 positive</b>	Other staff or guests becoming infected COVID-19 (could result in serious illness or death).	Moderate, there is community transmission in Victoria	Low, as most guests and staff are vaccinated	<p>Staff complete online hospitality focused training prior to commencing work with guest groups.</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>Follow Department of Health information and advice on cases in the workplace on <a href="https://www.coronavirus.vic.gov.au/checklist-contacts">https://www.coronavirus.vic.gov.au/checklist-contacts</a></p> <p>If the employee was present in the workplace immediately prior to the diagnosis, you should take the following steps:</p> <ul style="list-style-type: none"> <li>• Notify your remaining employees that there has been a confirmed case of coronavirus in the workplace.</li> <li>• Do not disclose who the employee is.</li> <li>• Follow guidance on <a href="https://www.coronavirus.vic.gov.au/checklist-contacts">https://www.coronavirus.vic.gov.au/checklist-contacts</a> and contact authorities if you require further information.</li> </ul> <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>Soap and water for hand washing and paper towel for hand drying is available in bathrooms.</p>

# 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?
				<p>Where staff meetings are required, holding them outdoor if possible and 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>
<b>Transmission from delivery drivers and contractors</b>	Other staff or guests becoming infected COVID-19 (could result in serious illness or death).	Low, as there's no close contact with deliver drivers and contractors	Low, as most guests and staff are vaccinated	<p>Social distancing procedures in place. Follow Victorian Government guidelines re. face masks.</p> <p>During site induction, contractors are informed of symptoms of COVID-19 and asked if they have any COVID-like symptoms.</p> <p>Contractors who display COVID-like symptoms are isolated until they can be sent home.</p>
<b>Spread of COVID-19 within the venue</b>	Staff and / or guests may become infected with COVID-19 (could result in serious illness or death).	Moderate, there is community transmission in Victoria	Low, as most guests and staff are vaccinated	<p>Cleaning and disinfecting in accordance with guidance from SafeWork Australia and public health authority.</p> <p>Hand washing facilities are provided and kept clean, properly stocked and in good working order.</p> <p>Waste bins provided in accommodation and communal areas emptied regularly.</p> <p>Physical distancing and follow Victorian Government guidelines re. face masks.</p> <p>Posters on hand washing are prominent in all public areas, toilets and bathrooms.</p> <p>Staff break times are staggered to minimise the number of staff gathering.</p> <p>Where staff meetings are required, holding them outdoors if possible and social distancing principles enforced.</p> <p>Self-Catered groups to sign declaration committing to adhere to all COVID-19 hygiene requirements etc.</p>
<b>Infection due to sleeping arrangements –</b>	Other students could become infected	Moderate, virus could spread to small number of	Moderate, as research has shown that	Brief all schools on policy as part of communication.

# ALLAMBEE CAMP

<b>Hazard</b>	<b>What is the harm that the hazard could cause?</b>	<b>What is the likelihood that the harm would occur?</b>	<b>What is the level of risk?</b>	<b>What controls are currently in place?</b>
<b>students with school groups</b>		children in immediate vicinity	transmission is more likely to occur from adults to children than between children	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. Increase air flow by leaving doors & windows open. Sleeping arrangements recorded.
<b>Infection due to sleeping arrangements – teachers/adults</b>	Other teachers/adults could become infected	Moderate, virus could spread to small number of adults in immediate vicinity	Low, as most guests are vaccinated	Brief all schools/groups on procedures during induction. All sleeping facilities are cleaned between groups. All guests to bring own bed linen, including pillow. 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. Increase air flow by leaving doors & windows open. Sleeping arrangements recorded.
<b>Social Distancing in Dining Room – for school groups</b>	Other guests become infected	Moderate, there is community transmission in Victoria	Low, as most guests and staff are vaccinated	Teachers/adults adhere to social distancing rules. No social distancing required for school students or other groups of children under 18. Eating outside recommended when weather permits. An undercover outside eating area is provided.
<b>Social Distancing in Dining Room – for other groups</b>	Other guests become infected	Moderate, there is community transmission in Victoria	Low, as most guests and staff are vaccinated	Social distancing rules apply. Eating outside recommended when weather permits. An undercover outside eating area is provided.
<b>Spread of infection due to serving of food</b>	Other guests become infected	Moderate, there is community transmission in Victoria	Low, as most guests and staff are vaccinated	All food is appropriately covered. Screen is mounted on servery between clients and kitchen staff. All food served by venue staff. All plates, cutlery, etc cleaned in appropriate manner to meet HACCP standards or are enviro-friendly disposable.

# 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?
<b>Persistent use of latex gloves</b>	New or aggravated latex sensitivity	Low, latex free gloves supplied to people with allergies	Moderate, affected individuals may have a significant reaction	Staff with allergies are provided with non-latex gloves or can remove gloves when not necessary.
<b>Persistent use of hand sanitiser</b>	Dermatitis	Moderate, many staff will not have used hand sanitiser regularly before	Moderate, affected 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.
<b>Buses</b>	Social distancing is not required on buses / public transport. Schools are exempt. Face masks to be worn as per Government restrictions	Moderate, there is community transmission in Victoria	Low as most campers are all vaccinated	Transport company must have COVID-safe plan. Face masks to be worn as per Victorian Government guidelines <a href="https://www.coronavirus.vic.gov.au/face-masks">https://www.coronavirus.vic.gov.au/face-masks</a>
<b>Activity harnessing</b>	Social distancing and close contact to check and setup harness. Spread of COVID-19	Moderate, there is community transmission in Victoria	Low in an outdoor setting	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. Face masks to be worn as per Victorian Government guidelines <a href="https://www.coronavirus.vic.gov.au/face-masks">https://www.coronavirus.vic.gov.au/face-masks</a>

## Workplace COVID-Safe Plan

The purpose of this plan is to protect the safety of staff at work.

### 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 Infection Control Training.
- Follow Victorian Government recommendations re. face masks.
- Comply with common protocols – coughing, sneezing, social distancing.
- Use non-contact greetings.

### At the office and other shared spaces

- Avoid overcrowding.
- Sanitise or wash hands on entering and leaving the premises.
- Sanitise or wash hands after using the bathroom.
- Place used tissues / sanitising wipes in the bin.
- Follow Victorian Government guidelines re. face masks.
- Consider staggering lunch times.
- Sanitise table after each use.
- Office workstations must be spaced to allow for a minimum of 1.5m between people.
- No more than 3 people in the office at any one time.

### Recruitment / Induction / Training

- 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 Victorian Government recommendations re. face masks for Victoria.
- Use non-contact greetings.
- Provide tissues and hand sanitising materials.
- Put used tissues / sanitising wipes in bin.

### Camp Staff

- Stay home if you are feeling unwell.
- 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 required to complete eLearning training module Infection Control Training COVID-19.
- Follow Victorian Government recommendations re. face masks.

# ALLAMBEE CAMP

- Comply with common protocols – coughing, sneezing, social distancing.
- Use non-contact greetings.

## Campers / travel

- No camper is to attend camp if feeling unwell.
- If using a bus, ensure transport supplier has appropriate COVID-safe plan and face masks are worn as per Government guidelines.
- Provide tissues and hand sanitising materials in bus.
- Put used tissues / sanitising wipes in bin.
- Host site maintains best practice re. bathrooms, dining rooms, sleeping areas, equipment etc.
- Follow Victorian Government guidelines re. face masks etc.
- Use facemasks, apron and disposable gloves when providing personal care.
- Immediately dispose of used PPE.
- If any camper or employees show any COVID-19 like symptoms they must quarantine and organise transport home.
- Where there is a confirmed case of COVID-19 in the camp, follow instructions on <https://www.coronavirus.vic.gov.au/> or call the Coronavirus Helpline (1800 675 398) which operates 24 hours a day, 7 days a week, for further advice.
- All incidents involving any symptoms or possible infection breaches must be logged.

# ALLAMBEE CAMP

## 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 full names of all people that will be onsite at any time during the stay.
- Physical distancing is to occur between adults that are not part of the same household.
- Follow Victorian Government guidelines re. face masks, hand hygiene and cough etiquette.
- 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.
  - Food is to be plated by a minimum number of people who have taken the appropriate food safe steps before serving.
- If anyone is feeling unwell, please isolate and organise transport home. Any cases or suspected cases of COVID-19 need to be reported to camp staff.
- If any camper tests positive after camp and the camp dates fall within 2 days from the start of any symptoms, 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:** .....



# ALLAMBEE CAMP

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