



Elouera Ski Club Ltd

Pygmy Possum Lodge, Charlotte Pass
Kosciuszko National Park
and
Castaways Units, Shoal Bay
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PYGMY POSSUM LODGE COVID Safety Plan 2020

Background

Pygmy Possum Lodge will open for the winter season on 5 July 2020. The lodge can only offer accommodation to our members and guests if we strictly comply with the COVID health orders and regulations set by various government departments, including NSW Health. The major changes to the operation of the lodge this year come from the mandated requirements for physical distancing and strict cleaning. The number of people staying in the lodge will be reduced, kitchen access will be limited, and you will be asked to help with daily cleaning and sanitising chores. Staying at the lodge this winter will be a different experience to previous years.

We are only allowed to open the lodge if we have a published COVID Safety Plan that defines how the lodge will operate and how we are making it 'COVID safe' for our members and guests. This Plan is based on a Risk Assessment that looks at potential issues and how these can be mitigated to ensure a safe environment. The Plan then details the operational procedures and practices that will have to be followed to make the lodge COVID safe, including physical distancing, minimising contact between guests and enhanced cleaning procedures.

Compliance with the COVID Safety Plan is NOT optional. A COVID Safety Officer will be in residence to ensure that the Plan is being followed at all times. All members and guests must comply with the procedures set out in this Plan, and follow the related signage and any directions from the COVID Safety Officer. Before your booking is finally confirmed you must also complete an On-line Waiver which includes your agreement to the detailed terms and conditions of residence in the Lodge under this COVID Safety Plan.

The general principles for running a COVID-safe lodge will be familiar to everyone and include:

- Practice good hygiene, cover your mouth when coughing and sneezing
- Wash your hands with soap and water, or use alcohol-based hand sanitisers
- Disinfect touched surfaces regularly
- If you are sick stay home and don't come to the lodge
- Physical distancing as per the 4m² and 1.5m rules
- Install and use the COVIDSafe App¹ to help with contact tracing

More authoritative COVID-19 information can be found via the following resources:

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

On behalf of the Board, we trust you have an enjoyable and safe holiday. Based on the contribution all members and guests make to the unique experience of the Lodge and Charlotte Pass, we look forward (albeit with some reservations) to a successful 2020 ski season. Should you wish to comment on the plan or suggest improvements, please feel free to contact us at covidsubcom@eloueraskiclub.asn.au

¹ Available at <https://www.health.gov.au/resources/apps-and-tools/covidsafe-app#get-the-app>

COVID RISK ASSESSMENT FOR PYGMY POSSUM LODGE

What are the risks/issue	What actions to take
Lodge entry	
<ul style="list-style-type: none"> • Contamination when persons enter and touch surfaces, door handles, security lock 	<ul style="list-style-type: none"> • Provide hand sanitiser station • Daily cleaning/sanitising • COVID safe signs displayed • Ensure physical distancing & restriction of numbers
Kitchens	
<ul style="list-style-type: none"> • High risk infection area due to communal cooking situation • Contamination when persons enter and touch surfaces, door handles, garbage receptacles, ovens, sinks, shared cutlery, shared pots/pans, microwaves, ovens, • Contamination from food preparation • Physical distancing constraints 	<ul style="list-style-type: none"> • Rostered cooking times to ensure physical distancing • Daily cleaning/sanitising • COVID safe signs displayed • Ensure physical distancing & restriction of numbers • Provide hand sanitiser station • Encourage pre-prepared food where possible to minimise kitchen time. Heating/cooking of pre-prepared food in the oven or microwave is preferred • All guests to take and keep cutlery and crockery for the week and keep in their food cupboard • All condiments to be removed. Only salt, pepper and sugar provided. Guests advised to bring their own supplies and remove after their week. • All guest to use their own tea towels & not share. • Guest to use their own washing up gloves for week. • Provide specific guidance on use of the kitchen via signage
Dining rooms	
<ul style="list-style-type: none"> • High risk infection area due to communal eating situation • Contamination when persons enter and touch surfaces, door handles, heaters, windows, tables, chairs • Physical distancing constraints 	<ul style="list-style-type: none"> • Sanitising stations • Spaced tables to ensure physical distancing. Lounges removed to Games Room. • Occupancy limits as per regulations • Cleaning/sanitising after every meal • COVID safe signs displayed
Lounge rooms	
<ul style="list-style-type: none"> • High risk infection area due to communal seating situation • Contamination when persons enter and touch surfaces, door handles, sit on seats • Physical distancing constraints 	<ul style="list-style-type: none"> • Lounges moved to Games Room • Limited numbers allowed on lounges and in Games room • Sanitising stations • Cleaning/sanitising after every use • Occupancy limits as per regulations • COVID safe signs displayed

Bedrooms and Bathrooms	
<ul style="list-style-type: none"> • Infection transfer by pillows, linen doonas, blankets, heaters, windows • Contamination when persons enter and touch surfaces, door handles, sinks, shower facilities, heaters, windows 	<ul style="list-style-type: none"> • Guests to bring their own linen and doona covers • Cleaning/sanitising by guests on initial occupation and at the end of their booking • COVID safe signs displayed
Toilets	
<ul style="list-style-type: none"> • Contamination when persons enter and touch surfaces, door handles, sinks. 	<ul style="list-style-type: none"> • Regular cleaning/sanitising • Hand washing notices required • COVID safe signs displayed
General use areas – Food Store, Games Rooms, Hallways	
<ul style="list-style-type: none"> • Contamination when persons enter and touch surfaces, door handles, heaters, windows • Door handles, railings 	<ul style="list-style-type: none"> • Cleaning/sanitising after use, including: Lounges, Benches, Table Tennis and Pool Table Equipment • Sanitising stations • COVID safe signs displayed
Laundry	
<ul style="list-style-type: none"> • Contamination when persons enter and touch surfaces, door handles, sinks, washing machine, dryer, storage, heaters, windows 	<ul style="list-style-type: none"> • Cleaning/sanitising after every use • COVID safe signs displayed
Drying rooms	
<ul style="list-style-type: none"> • High risk infection area due to communal storage of ski clothes exposed to resort facilities that may be contaminated • Contamination when persons enter and touch surfaces, door handles, heaters 	<ul style="list-style-type: none"> • This area is high risk. • Surfaces must be wiped with disinfectant daily, • Clothes and ski gear separated by room occupation.
General	
<ul style="list-style-type: none"> • Provide tools for people to use to self-check and sanitise. 	<ul style="list-style-type: none"> • Forehead thermometer in lodge. • Ensure adequate supplies are available • Cleaning all contact surfaces on a regular basis

Analysis of Pygmy Possum Lodge Facilities Capacity Based on 4m²/Person Rule

Location	Constraints	COVID Management Response
Kitchens	15m ² /wing	2 family groups + 1 short term visitor – per wing (maximum 5 people per kitchen at any time)
Dining areas	64m ² /wing	16 People per wing
Games/Lounge	65m ²	8 People per wing (16 Total)
Quiet Rooms	15m ²	Lounges to be moved to allow 1.5m distancing. 3 people per wing, up to 5 if family group
Laundry	20m ²	2 People – Restricted floor space limits 1.5m distancing
Food Store	16m ²	2 People – Restricted floor space limits 1.5m distancing
Drying rooms	15m ² /wing	3 People per wing
Ski storage room/Workshop	12m ²	2 People/room - Restricted floor space limits 1.5m distancing
Dressing room	25m ² /wing	6 People/wing
Entry foyer	24m ²	6 People

PYGMY POSSUM LODGE COVID SAFETY PLAN

Rationale and Actions

An essential requirement prior to opening Pygmy Possum Lodge is the development and publishing of our COVID Safety Plan. This plan is specific to Pygmy Possum Lodge. It should be read in conjunction with other COVID Safety Plans established by CPSR, other Lodges, and businesses and facilities that may be used when visiting Pygmy Possum Lodge. Our COVID Safety Plan was drawn up based on the preceding Risk Assessment.

COVID Safety Plans do not need to be formally approved by the NSW Government or NSW Health but we have registered with the NSW Dept of Health as a COVID Safe business. Our plan has been prepared with input from many sources including NSW Government industry specific plans, and members of the Club with experience in relevant fields, such as hotel management, medical practice and professional cleaning. NSW Health may conduct random site visits, and can ask to see our COVID Safety Plan and check whether we are compliant.

The major driver behind the changes to usual lodge operations described in this plan come from the 'four square meters per person' rule, and the more stringent requirement to maintain 1.5m separation between people not in the same immediate 'family group'. These requirements impose limits on the number of people that can occupy common-use spaces, especially the dining, kitchen and lounge areas.

You will be required to complete a detailed online agreement/waiver form before your booking is finally confirmed. This form describes in detail what we will be asking you to do while staying at the lodge, and its completion signifies your willingness to comply with requirements of this COVID Safety Plan. Although the plan is quite detailed, it mainly sets out general principles, and the COVID-Safety Officer will carry out a detailed briefing on the COVID Safety Plan at the start of each week. This briefing will cover our expectations about cleaning and hygiene, the more onerous Jobs Roster, and the schedule for Kitchen and Dining Room access. Changes to actual protocols may occur as the situation changes and as a result of our experience of implementing the Plan.

1. COVID Safety Officer

A COVID Safety Officer (CSO) has been appointed and will be resident at the Lodge throughout the 2020 ski season. Richard Mason, a Board member, has been appointed to this role. Richard has been a member of the Club for many years and has previous lodge management experience in CP and Thredbo. Richard is currently our Lodge Captain Liaison Officer.

The usual East and West Wing Lodge Captain roles will continue, and we expect guests to follow instructions from the COVID Safety Officer and the Lodge Captains. Following all aspects of our COVID Safety Plan is critical for everyone's health, safety and peace of mind. In the event of the COVID Safety Officer being unable to complete his duties for any reason, the Lodge Captains will take on these duties until a replacement CSO is appointed.

The CSO will have specific COVID-related duties including allocating kitchen/dining spaces and equipment, conducting safety briefings/updates as required, and ensuring that members and visitors are following the rules specified in the COVID Safety Plan. As a rule, we prefer that there are no outside visitors to the lodge this season. The COVID Safety Officer has been delegated the authority to direct people to leave the Lodge if they are not following the agreed COVID safe procedures and protocols, or are posing a risk to other people at the Lodge. If any person should ignore such a direction to leave the Lodge, the matter will be referred to the Board for further action. The Board trusts that this delegation will not need to be used, but we

will fully support the CSO in undertaking what is a very responsible and important safety role. The CSO will also communicate weekly with the COVID Safety Committee to report on implementation and refinement of the Plan. As members know, the club board meets regularly and the COVID Plan implementation will be a regular board topic.

2. Lodge Accommodation Register

Most guests will be familiar with the National Parks and Wildlife Services (NPWS) Lodge accommodation register. This register is required under our lease conditions to ensure we are not exceeding our approved accommodation limits. You and your guests are required to sign the Register on arrival and departure. The COVID Safety Officer will ensure all bookings are entered in the relevant Wing registers.

COVID regulations also require us to record the contact details of every visitor to the lodge, including contractors or CPSR staff. Such visitors must also sign into the accommodation register, providing full names, dates of stay/visit, email addresses and phone numbers. This augmented register will be provided to NSW Health to help with contact tracing if a COVID case arises.

3. Charlotte Pass Access & status

Charlotte Pass Snow Resorts (CPSR) are changing the way the oversnow transport system and the lifts in the village will be operating this year as part of their COVID-safe plan. Full details of these changes can be found at <https://charlottepass.com.au/>. A summary of the transport changes is:

- a. The oversnow transport may operate with all forward-facing seats occupied.
- b. Guests will be provided with a mask and be required to wear it on the journey
- c. Wearing of gloves will be mandatory and gloves will be sanitised prior to boarding.
- d. All travellers will be temperature tested prior to boarding.
- e. All travellers will sign a CPSR COVID waiver prior to boarding. This will expand on the usual oversnow transport waiver and will require verification that the traveller is not suffering from any flu like symptoms.

The changes to CPSR operations this year may influence your decision to holiday this year. For example, there will be no kids ski club and only one person (unless family) will be allowed per chair and T-bar on CPSR lifts.

4. Restrictions on Access to CPSR & Pygmy Possum Lodge

A member or their guest/s will not be permitted to stay or visit CP or the lodge if:

- a. They are displaying flu like symptoms.
- b. They are awaiting a COVID-19 test result.
- c. They have been in close contact with a person who has tested positive for COVID-19.

5. Numbers using the Lodge

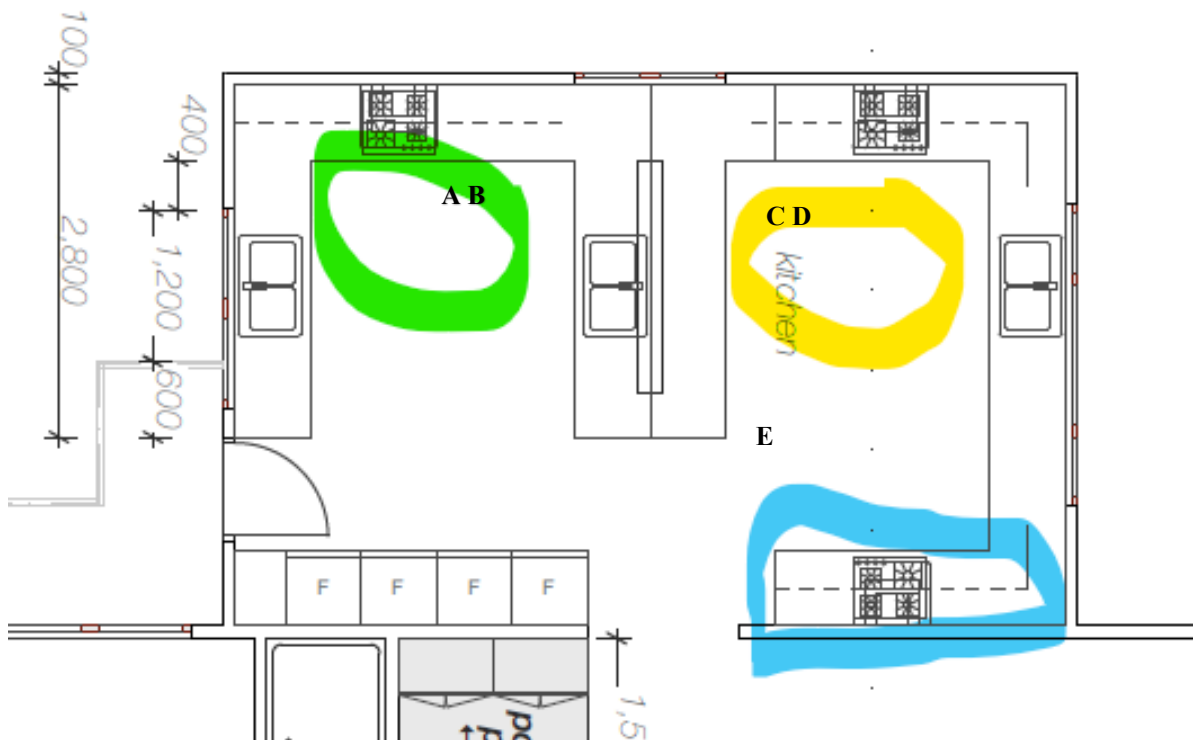
Within accommodation and other similar facilities, a minimum of 4 square metres is required for each person in shared spaces, and a distance of 1.5m must always be maintained between people not in the same immediate family group. The normal occupancy of each lodge wing is 26 people. Under the 4 sq. m requirement this will be reduced to 16 persons per wing, including a lodge COVID Safety Officer. As a consequence of these limitations:

- a. There will be a restriction in the number of people using the Lodge at any one time.
- b. There will be restrictions as to how internal spaces can be used.
- c. There will be a greater focus on continuous cleaning and hygiene.

6. Kitchen & Dining Areas

These space restrictions are most critical in areas where people congregate for reasonable periods of time, including the dining, kitchen and lounge areas. These areas have been rearranged for this season to help us meet the required spacing and distancing requirement, as shown in the diagrams of Table/Lounge locations and 1.5m spacing at end of Plan. You will be allocated a table and place on arrival and that table/space is yours for the week. Cleaning of your table is your responsibility.

Access to each main kitchen area is restricted to at most four people at once, in two groups of two, as shown below. This configuration assumes Person A and B are part of a single close family group, and that Person C and D are part of another such family group. People who are not part of the same family group are not allowed to use the same kitchen area at the same time. The Blue area in the diagram allows for a single person (E) to come into the kitchen at a time to carry out short tasks, such as using a microwave, boiling water or checking on an oven.



To be practical and fair, kitchen access will be rostered at evening meal preparation and clean-up times. The COVID Safety Officer and Wing Lodge Captains will work with guests to set up a roster at the start of the week. The key points in this kitchen system are:

- A roster for food preparation and clean-up will be organised each week
- The kitchen roster will allocate you to the same side of the kitchen as your cupboards.
- Stay on your designated side of the kitchen all week (Green or Yellow)
- Only use your designated crockery, cutlery & glassware
- Leave your area wiped down and ready for next group.
- Don't share utensils between groups.
- Take necessary cutlery and crockery at the start of the week and store it in your food locker when not in use.

Minimising food preparation times is critical to the success of the kitchen roster, and bringing prepared meals or frozen meals is encouraged. You can also do food preparation at your

personal table space, prior to accessing the kitchen for cooking/heating. Breakfast kitchen access will follow a similar system. Breakfast meal preparation times should be shorter than evening times and a roster will be organised as necessary. Use of the kitchen outside peak times is unrestricted, with the proviso that the COVID distancing limits are observed and that you have cleaned up after use and you stay on your rostered yellow or green side.

7. Additional Items You Need to Bring to be COVID-Safe

To reduce risks, you should bring the following items:

- a. Rubber gloves. The usual sharing of washing up gloves is unacceptable under COVID conditions. Please bring a set of heavy duty wash up gloves and keep them in your food cupboard for the week. Heavy duty gloves are needed to enable the use of undiluted hot water for washing and rinsing.
- b. Doona covers. We require you to bring your own doona covers this year, as well as the customary sheets and pillowcases. You should put your doona cover over the club cover on arrival. You might also choose to bring your own pillow or a pillow protector.
- c. Prepared food. Given the congestion in the kitchen area and the need to restrict kitchen access, please bring as much pre-prepared food as possible.
- d. Bringing your own food preparation knives is recommended.
- e. Salt, pepper, sugar and other 'community' condiments. Sharing of 'community items' such as condiments is not recommended. There are sufficient shakers and sugar bowls in each wing for each table to be equipped with a dedicated set for the week, but these will need to be cleaned between uses if a table is being shared. You will need to make your own decision about sharing other condiments such as tomato sauce (and cleaning them after use) or whether you want to bring your own.
- f. You are advised to bring any protective equipment (disposable gloves, masks) that you would use in your normal COVID Safe procedures at home. The club will be providing approved sanitising products for cleaning around the lodge.

8. Lodge cleaning

Members and guests are responsible for ensuring the Lodge is being frequently cleaned to a high standard to minimise transmission risk. Details include:

- a. Hot wash up after meals.
- b. Using your own dedicated gloves.
- c. Using your dedicated tea towels (these will be washed every day), or air-dry dishes.
- d. Wipe down surfaces as directed, using the provided cleaning and sterilising solutions.
- e. Clean touch areas – banisters, light switches, door handles and fridge doors.
- f. Keep bins open or use foot to open; minimise touch points.
- g. When taking rubbish to dumpster, take it all the way; don't drop it at the front door.

The COVID Safety Officer will allocate cleaning tasks equitably in the common non-kitchen areas. The COVID Safety Officer is not the go-to person for cleaning!

9. Drying Rooms

The drying rooms are a concern for the lodge. Gloves, jackets and helmets are all exposed to coughs and sneezes. Specific areas to store your gear will be allocated on the sides of the drying room. There will be no hanging of gear in the overhead area in the middle of the drying room.

- a. Keep your gear in as compact a space as possible in your assigned area.
- b. There will be no hanging of clothes in the centre of the room.
- c. Don't have more than two people in the drying room at once.
- d. Shoulder push the door open and try and keep it wedged.

- e. Elbow push the light if possible.
- f. Dry your gear in your room where possible

After dropping off gear in the drying room please wash and dry your hands prior to entering the main lodge.

10. Lounge/Games Room

In order to get the required spacing for the dining tables, half of the lounges will be moved to the Games Room. The Games room is similar in size to a Dining Room and can accommodate up to 16 people at one time. The 1.5m spacing rule means that people not in a Family group cannot share a single lounge, but unrelated people can be sitting at the same group of lounges at the same time.

11. Upstairs Lounges/Quiet Rooms

The lounges will be spaced to provide 1.5m distancing. Three (3) people maximum in each room at a time unless from a single Family group (1 unrelated person on each lounge and 1 at the desk).

12. Downstairs Toilets

Please minimise use of the downstairs toilets. Coronavirus can pass on faeces and flushing can create an aerosol; lower the lid and flush. These toilets have been stocked with paper towels and soap to facilitate regular handwashing and non-touch exit of the room.

13. Actions in the Event of a COVID contamination in Lodge

If a person has COVID or flu like symptoms but the infection is not yet confirmed, the following process will be followed:

- a. CPSR will be notified of the suspected infection and we will follow their directions.
- b. The person with symptoms will be isolated and then transferred by CPSR in a dedicated oversnow for further testing and home isolation. Testing will be available in Jindabyne.
- c. The Club will inform all guests staying in the lodge of the potential risk of infection. Additional cleaning may be required in the areas the person has accessed.
- d. The Club will follow up with the guest to confirm the results of the COVID test. If that test is positive, the Club will immediately inform all other persons that have occupied the Lodge in that week of that status and commence the process set out below for a COVID infection.

If a person staying in or visiting the Lodge is confirmed as having COVID-19, the following process will be undertaken:

- a. CPSR and the Department of Health will be advised of the infection and the Club will follow any directions issued. The Department will be given a list of all occupants by the COVID Safety Officer.
- b. The NPWS will be advised of the infection and the Club will follow any direction issued by the NPWS or their delegate.
- c. The Lodge will be shut down as rapidly as possible and all occupants will be required to vacate the premises. All occupants will be advised to self-isolate and undergo testing.
- d. The lodge will close for the remainder of the week and the guests in the following week will have their accommodation cancelled. A clean will be conducted after the lodge has been vacant for 7 days.
- e. All members of the Club will be advised of the infection.

Diagram of Dining Room Layout

West Wing Dining Room layout with 1.5m circles around individuals. East Wing layout is mirror-image. Common 1.5m circle colours indicates Room Mates/Family Groups. A, B, C, D, E indicate the three Kitchen working areas referred to in the Plan. This shows the one-large-group-table layout. A single table can be used by unrelated individuals by moving each of the 4 chairs to the middle of each of the 4 sides of a table. The maximum occupation allowed for the room is 16 people, regardless of whether they are sitting at a table or lounge.

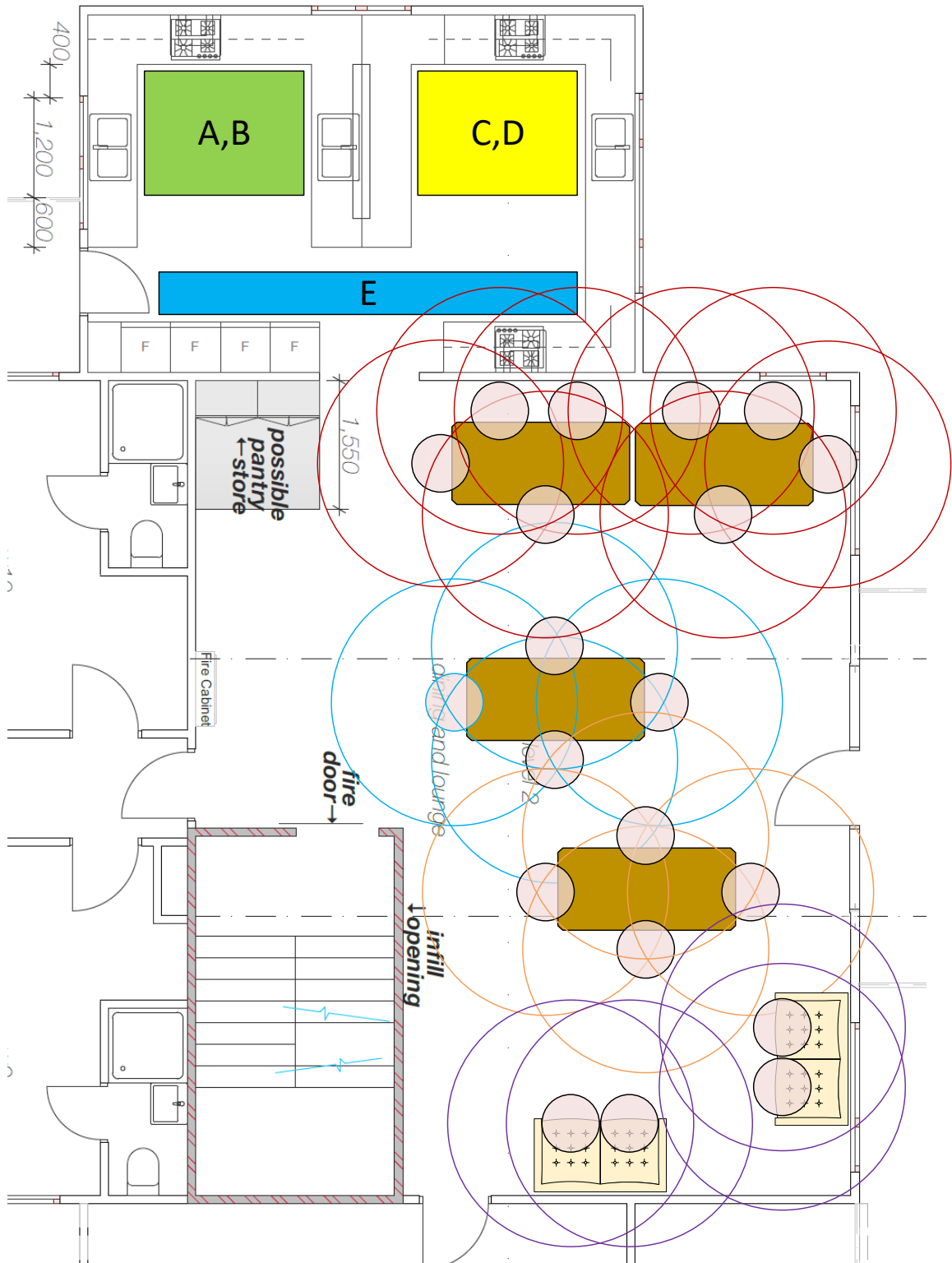


Diagram of Games Room Layout

Lounge/Games Room layout, with some 1.5m inter-person spacings. Each lounge can only be used by people from the same family group. Unrelated people can sit at the opposite ends of adjacent lounges (allowing for 1.5m spacing), but only people from the same family group can share a single lounge.

