



Elouera Ski Club Ltd

Pygmy Possum Lodge, Charlotte Pass
Kosciuszko National Park
and
Castaways Units, Shoal Bay
ACN 002 703 988

Elouera Ski Club Ltd.
PO Box 135
Darlinghurst NSW 1300

Phone 0412 163460
secretary@eloueraskiclub.asn.au

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PYGMY POSSUM LODGE COVID Safety Plan 2020 - 2021 Summer and Autumn (prior to 2021 Ski Season)

Background

The lodge can only offer accommodation to our members and guests if we strictly comply with the public health orders and regulations set by various government departments, including NSW Health. **The new rules announced in December 2020 allow greater numbers of individuals to stay at the Lodge, but the requirements for social distancing between unrelated groups remain unchanged, as does the need for COVID cleaning and sanitising procedures.** The Booking Officer will manage numbers based on the needs of unrelated groups to Social Distance in the common areas; in particular - kitchen, dining and lounge areas. Signage in other areas indicates maximum numbers allowed at any time. You will be expected to help with the daily cleaning and sanitising chores needed to ensure the lodge stays COVID-Safe. **There is considerable evidence that the coronavirus is airborne. As a result you are strongly encouraged to ventilate all shared areas well: kitchen, dining and lounge rooms and games rooms.** This was not practical in the winter but is in Summer and Autumn.

Our COVID Safety Plan is based on a Risk Assessment that reflects the unique challenges of a shared facilities Ski Lodge. Please read the Risk Assessment that follows as it covers the issues the Plan is designed to address, and the capacity (based on the 2m²/person) of our shared areas moderated by the need for Social Distancing (1.5m) from individuals not in your group. We must assume that asymptomatic, but infectious individuals, could reach our Lodge so this Plan sets out our procedures and practices to enable social distancing, minimise contact between resident groups and enhance cleaning. This Plan conforms to the Guidelines set out for Hotels and Accommodation by NSW Health effective December 2020.

NOTE: Compliance with the COVID Safety Plan is NOT Optional. Before your booking is finally confirmed you must agree to an On-line Waiver which also includes your agreement to the detailed terms of residence in the Lodge under the COVID Safety Plan.

For more general COVID-19 information, members are directed to 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>

The general principles behind 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; Wash down surfaces; Use alcohol-based hand sanitisers; If you are sick stay home (self-isolate – don't come to the lodge); Practise social distancing, keeping 1.5 metres away from others not in your group and keep face to face time with people outside of your group to a minimum (less than 15 minutes); Use the COVIDSafe App; and No hand shaking.

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 social 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, dishwashers, ovens, sinks, shared cutlery, shared pots/pans, microwaves, ovens, Contamination from food preparation Social distancing constraints 	<ul style="list-style-type: none"> Rostered cooking times to ensure social distancing Daily cleaning/sanitising COVID-safe signs displayed Ensure social distancing & restriction of numbers Provide hand sanitiser station Use 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 Social distancing constraints 	<ul style="list-style-type: none"> Sanitation stations Spaced tables to ensure social distancing. Lounges removed to Games Room. 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 Social distancing constraints 	<ul style="list-style-type: none"> Lounges moved to Games Room Sanitation stations Hand washing notices required Cleaning/sanitising after every use COVID safe signs displayed
Bedrooms	
<ul style="list-style-type: none"> Infection transfer by pillows, linen doonas, blankets, heaters, windows 	<ul style="list-style-type: none"> Cleaning/sanitising after use Guests to bring their own linen and doona covers COVID safe signs displayed

Bathrooms	
<ul style="list-style-type: none"> Contamination when persons enter and touch surfaces, door handles, sinks, shower facilities, heaters, windows 	<ul style="list-style-type: none"> Cleaning/sanitising on initial occupation and at the end of the booking Hand washing notices required COVID safe signs displayed
General use areas	
<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 Sanitation stations Hand washing notices required 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 Hand washing notices required 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 and is proposed to be closed. If remain open, it 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

Analysis of Pygmy Possum Lodge Facilities Capacity Based on 2m²/Person Rule and 1.5m Social Distancing which overrules simple numbers of individuals

Location	Constraints	COVID Management Response
Kitchens	15m ² /wing	7 people maximum – per wing
Dining areas	64m ² /wing	Max 26 People per wing but default to 16 if several small unrelated groups in residence to allow 1.5m distancing
Games/Lounge	65m ²	8 People per wing (Max 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	12m ²	2 People - Restricted floor space limits 1.5m distancing
Dressing room	25m ² /wing	6 People/wing
Foyer	24m ²	6 People

PYGMY POSSUM LODGE COVID SAFETY PLAN

Rationale and Actions

The development and publishing of the Pygmy Possum Lodge COVID Safety Plan allowed us to open for the 2020 Winter season and to continue to stay open. This plan is based on NSW Government recommendations and is specific to Pygmy Possum Lodge.

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 and revised (Dec 2020) 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 did conduct a random site visit during the ski season and inspected the Lodge to check our documentation, signage and general compliance.

The major driver behind the changes to usual lodge operations described in this plan come from the 'two square meters per person' rule, and the more stringent requirement to maintain 1.5m separation between people in general. These requirements put limits on the number of people that can occupy common-use spaces, especially the Dining, Kitchen, Lounge areas, and the way we have to run the lodge.

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 a COVID-Safety Officer or Lodge Captain will give a detailed briefing at the start of every week. This will cover our expectations about cleaning and hygiene, the much-enhanced Jobs Roster, and any scheduling for Kitchen and Dining Room access. Changes to actual written protocols may occur as the situation changes or based on experience of implementing the Plan.

1. COVID Compliance by Members and Guests

East and West Wing Lodge Captains will guide guests in observing all aspects of our COVID Safety Plan for everyone's health, safety and peace of mind.

2. Lodge Accommodation Register

Most guests are 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. Because your booking is electronic the Club has a full record of your period of residence at the Lodge, allowing us to comply with the mandatory tracing information normally recorded by venues via a QR code or a sign in sign out physical record. If you should leave the lodge early please notify the Bookings Officer so our records are accurate. You and any of your guests are still required to sign in to the NPWS Register on arrival and departure. Information about who is staying at the lodge will be provided to NSW Health to help with contact tracing if a COVID case arises. All other visitors to the Lodge, such as contractors or CPSR staff, must also enter their contact details into the paper Register under the cleaning and sanitizing record sheet.

We strongly recommend that all members and guests download and use the COVIDSafe app. It can be downloaded from the following link.

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

3. Restrictions on Access to Pygmy Possum

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

- They are currently infected with COVID-19, or have been infected and have not recovered and shown to be clear of the infection (COVID negative).
- They have returned from overseas immediately prior to visiting the Lodge, have not been through the required quarantine/isolation period and have not tested negative for COVID-19.
- They are subject to a quarantine notice, self-isolation notice or similar.
- They have, or may have been, in contact with a known infected person and have not tested negative for COVID-19 after the expiration of the incubation period (nominally 14 days).
- They are unwell and/or are showing symptoms of COVID-19 and have not tested negative or those test results are not yet available.
- They have recently been in, or come from, a government designated COVID Hot Spot.

4. Numbers using the Lodge

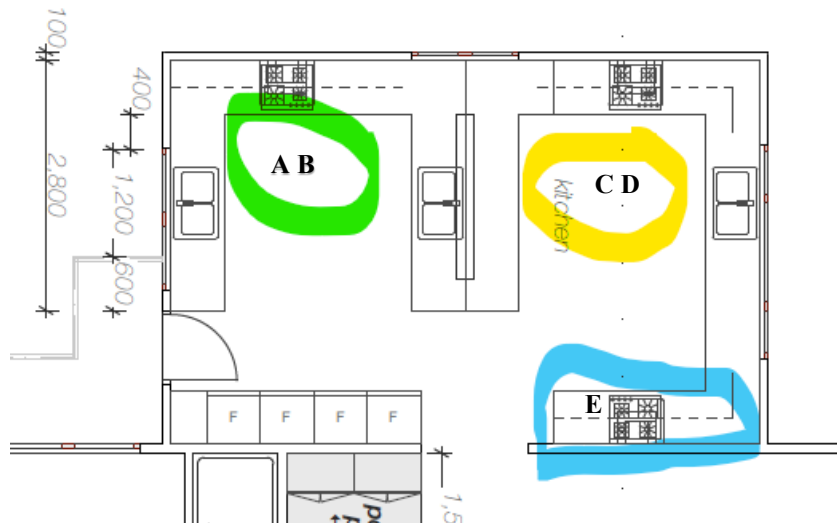
The government has advised that, within accommodation and other similar facilities, a minimum of 2 square metres is required for each person in shared spaces, but that a distance of 1.5m must always be maintained between people not in the same small 'family' or friendship group. The normal occupancy of each lodge wing is 26 people. and this complies with the 2 square metres rule (last winter when 4 square metre rule applied numbers were reduced to 16 per side.

- There will still be restrictions as to how common rooms can be used.
- There will still be a focus on continuous cleaning and hygiene.

5. Kitchen & Dining Areas

The space restrictions are most critical in areas where people congregate for reasonable periods of time, and this includes the dining, kitchen and lounge areas. Each dining area will be set up with four tables and each table will seat a maximum of four people at any one time unless part of the same group (See Appendix for diagrams of Table locations and 1.5m spacing). 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. **There are folding card tables available if the number of groups means that 'unrelated' groups would otherwise be forced to share a table.**

Rostered access to each main kitchen area is restricted to at most six people at once, in three groups of two, as shown below. This configuration assumes Person A and B are part of a single family group, and that Person C and D are part of another family group. People who are not part of the same family group are not allowed to be using the same kitchen area at the same time. **The Lodge has a gas BBQ on the Games Room balcony its use is encouraged to reduce pressure on the Kitchen.**



To be practical and fair, kitchen access will be rostered at evening meal preparation and cleanup times. The COVID Safety Officer or Wing 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
- Stay on your designated side of the kitchen all week (Green, Yellow or Blue)
- Only use your designated crockery, cutlery & glassware
- Leave your area wiped down and ready for next group if used by multiple groups.
- Don't share utensils between groups.

Minimising food preparation times is critical and bringing prepared meals or frozen meals is encouraged. You can also do food preparation at your 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 if 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.

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

- Rubber gloves. The usual sharing of washing up gloves is obviously unacceptable under COVID conditions. **Please bring a set of heavy duty wash up gloves** and keep them in your food area for the week. Heavy duty gloves are needed to enable the use of undiluted hot water for washing and rinsing.
- Doona covers. All beds have just been fitted with new doona covers and new doonas, but we require you bring doona covers this year, as well as the customary sheets and pillowcases. You should install your doona cover over the club cover. You might choose to bring your own pillow.
- 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.
- Food prep equipment, including knives as the club supply will be insufficient.
- Community Items. Sharing of salt, pepper, sugar and other 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. 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.
- The kitchen roster will allocate you to the same side of the kitchen as your cupboards.

- You are advised to bring any protective equipment (disposable gloves, masks) and personal cleaning products (disinfectant wipes, hand sanitiser) that you would use in your normal COVID Safe procedures at home.

7. Lodge cleaning

Members and guests are responsible for ensuring the Lodge is being frequently cleaned to a high standard to minimise transmission risk. Not following this directive may lead to the Lodge being shut down, and sanctions may be applied to members or their guests in these instances. Details include:

- Hot wash up of dishes after use. Use your own dedicated gloves and tea towel
- **Common /Shared Area Cleaning (See record sheet for details)**
 - **Wipe down surfaces as directed, using the cleaning and sterilising solutions**
 - **Clean touch areas – banisters, light switches, door handles and fridge doors.**
 - **Fill in the Daily Record Sheet (see Appendix) to show our compliance.**

8. Drying Rooms

(Probably not a major issue in Summer-Autumn unless conditions are very wet)

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.

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

9. Lounge/Games Room

In order to get the required spacing for the dining tables, some lounges have been moved to the Games Room. The Games room is similar in size to a Dining Room and so can accommodate up to 26 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.

10. Upstairs Lounges/Quiet Rooms

The lounges will be relocated to provide 1.5m spacing. 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).

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

If a person has symptoms of COVID but the infection is not yet confirmed, the following process will be undertaken:

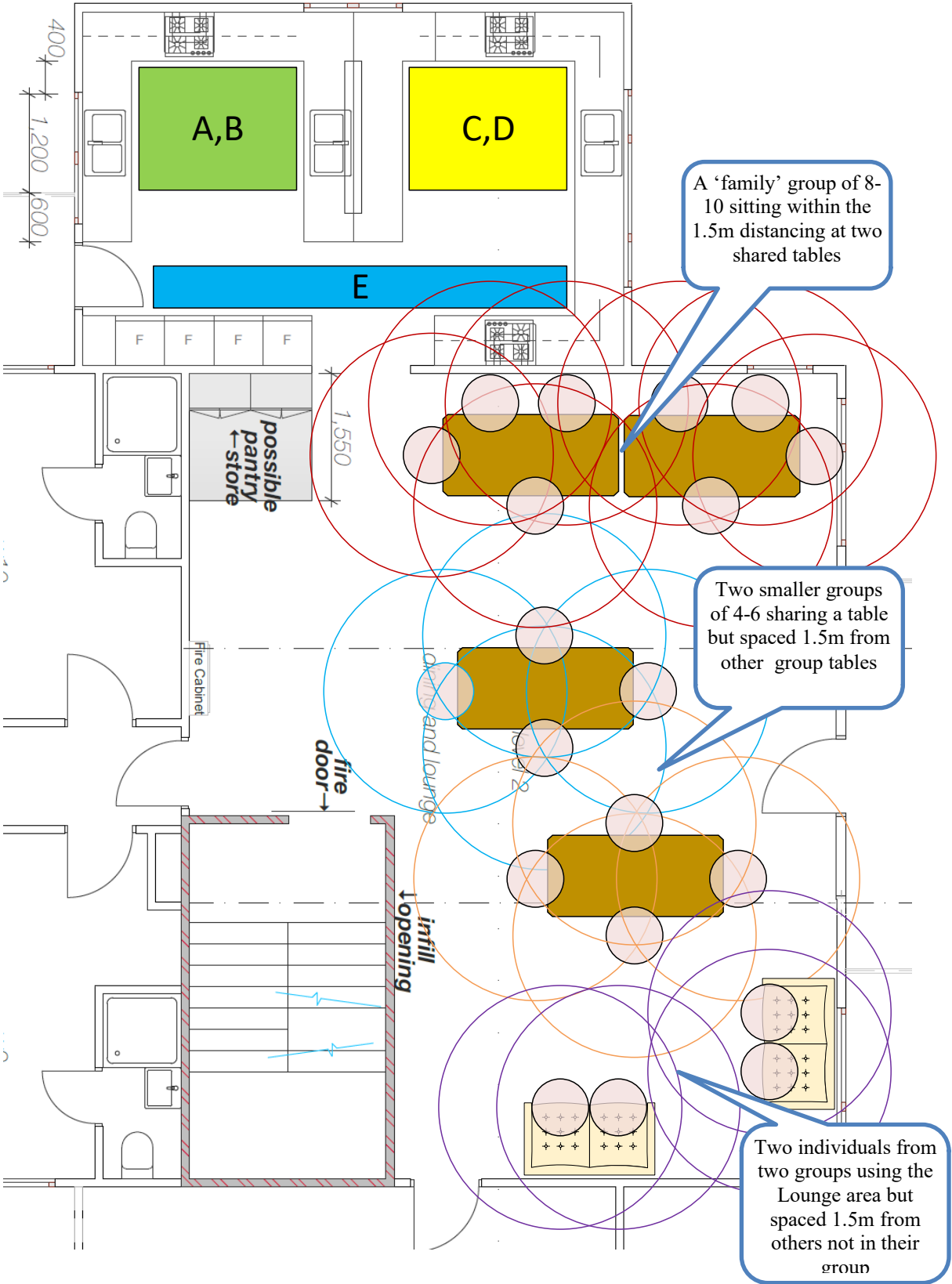
- a. CPSR will be notified of the suspected infection and we will follow their directions.
- b. The person with symptoms will be isolated and then transferred by CPSR in a dedicated over snow for further testing and home isolation.
- c. The Club will inform all guests staying in the lodge of the potential 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.

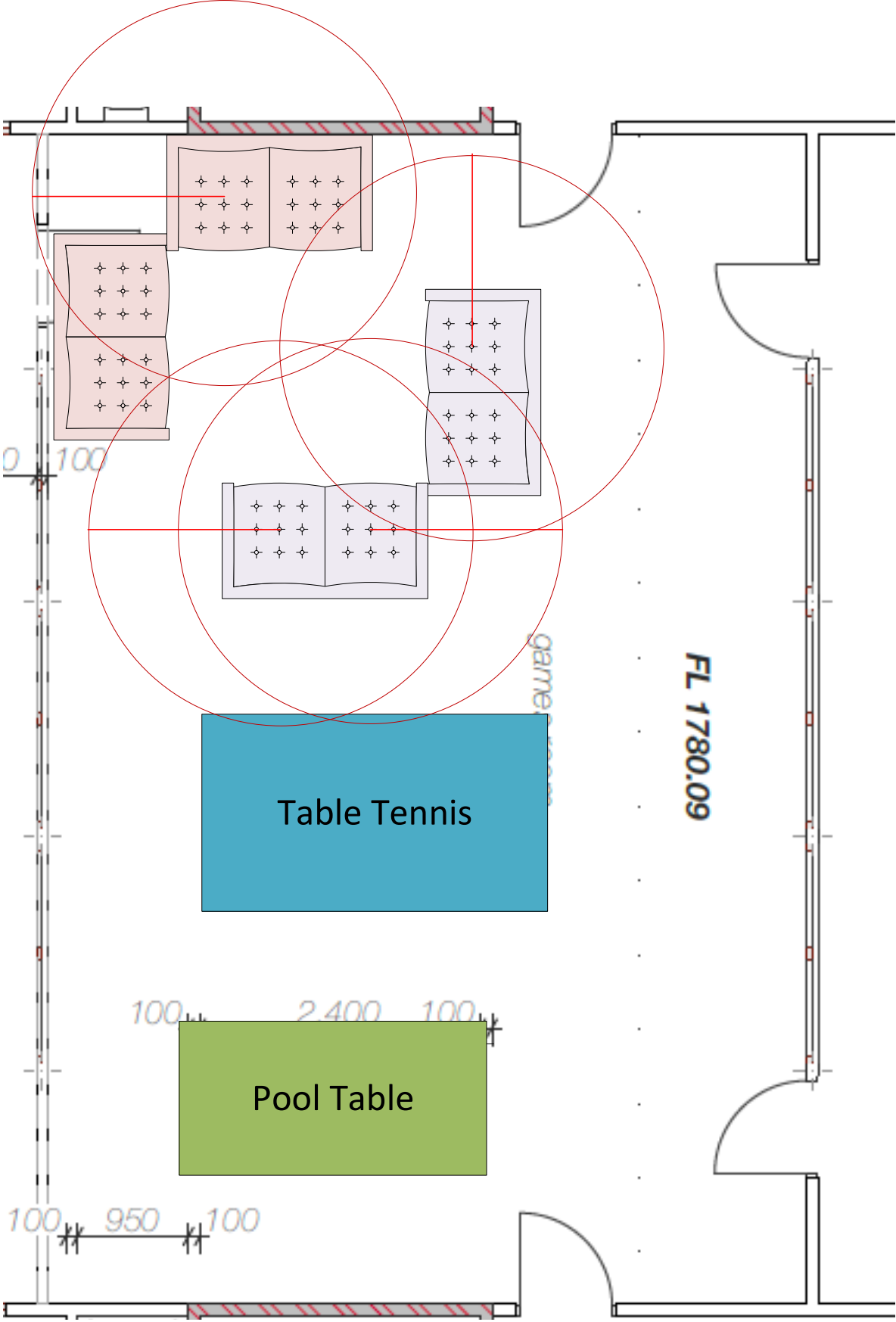
If a person staying in or visiting the Lodge is confirmed as having COVID-19, the following process will be undertaken:

- 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/contacts by the COVID Safety Officer.
- b. The NPWS will be advised of the infection and the Club will follow any direction issued by the Service 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.

West Wing Dining Room layout with 1.5m circles around individuals. East Wing layout is mirror-image. Common circle colour indicates Room Mates/Family Groups NOT DISTANCING. 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 26 people, regardless of whether they are sitting at a table or lounge. The smaller card tables (not shown) could be used for greater flexibility.



Lounge/Games Room layout, with 1.5m inter-person spacing. 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 related people can share a single lounge. .



APPENDIX
COVID Safety Daily Cleaning Record Sheet

Week Commencing Sunday:

1. Cleaning & Sanitizing

The Lodge Captain will brief you on your responsibilities and how to do the job effectively. This Covid cleaning and sanitizing is in addition to the normal lodge cleaning roster.

Your Own Designated Areas:

During the week you are responsible for cleanup of your own areas and activities in your designated kitchen area and dining table and Sanitizing at night.

Sanitizing at the end of the week your designated kitchen area and dining table and cleaned bedroom/en suite in preparation for next group of guests

Common Areas:

This is to spray with Cleaner or Sanitizer provided and wipe down all common contact surfaces: Benches, Handrails, Door handles, Light switches, Appliance touchpoints and Sports equipment (after use). These tasks are not onerous and should be shared.

Initial in the appropriate Box below when you have completed a clean/sanitize.

Areas to Cover Dressing Room, Drying Room, Dining/Lounge Room, Kitchen, Stairs, Games/Lounge Room			
	Morning Clean 'Spray & Wipe'	Afternoon Clean 'Spray & Wipe'	Evening Sanitizer
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Non-Resident Visitor Log

Date	Name	Mobile #	Time in	Time out
Lodge Captain to sign on completion of week				
Signature:				