

Kunapipi Ski Lodge

Perisher Valley

Kunapipi Ski Lodge COVID Safe Plan

12 June 2020
Revision 2

Document Control

Rev No	Date	Revision Details	Author	Approver
0	May 2020	Draft issue	DB	
1	24/05/2020	Draft 2	DB	
2	12/06/2020	Final Issue	DB	Kunapipi Board

Disclaimer

This document has been prepared as a general guide for the management of the risks associated with the potential transmission of the COVID19 virus within Kunapipi Lodge. It is not intended as, nor should it be construed as constituting, a means to eliminate the risk of COVID transmission/infection. It is the responsibility of all members and their guests to follow recommended government practices regarding their own health and the health of others.

While this Plan is based upon current government guidelines for the management of COVID19 risks, such guidelines may change and may have more or less severe consequences for the management of the virus and premises. This document will be revised if necessary in these circumstances.

The opinions expressed and information provided have been provided in good faith and while every care has been taken in preparing these documents, Kunapipi Ski Lodge Co-operative Limited makes no representations and gives no warranties of whatever nature in respect of these documents, including but not limited to the accuracy or completeness of any information, facts and/or opinions contained therein. Kunapipi Ski Lodge Co-operative Limited, the directors and agents cannot be held liable for the use of and reliance of the content in these documents.

Table of Contents

<i>Section</i>	<i>Page</i>
1 Introduction	2
1.1 Purpose	2
1.2 Ongoing actions and monitoring	2
1.3 Roles and Responsibilities	3
1.4 COVID Contact Tracking Application	3
1.5 Supporting documentation	3
1.6 Document Control	3
2 Use and Occupation of Lodge	4
2.1 General requirements	4
2.2 Restrictions on attendance of Kunapipi lodge	4
2.3 Occupation of Lodge	4
2.4 Numbers using the Lodge	5
2.5 Lodge cleaning	5
2.6 Actions in the Event of a COVID contamination in Lodge	5
2.7 Bookings	6
Appendix A	
Risk Management Response and Action Plan	
Appendix B	
Cleaning Guidelines	

1 Introduction

1.1 Purpose

The Kunapipi Ski Club Co-Operative Limited (“the Club”) operates the Kunapipi Ski Lodge (“the lodge”) for the accommodation and enjoyment of its members and their guests. The Board of the Club is aware of the risks of COVID-19 and the club’s duty of care in relation to the use of the lodge during the COVID19 pandemic, and the health and safety of those staying in the premises.

The Board will strive, as far as is practicable and reasonable, to ensure that the lodge is used and occupied in accordance with recommended government policy and guidelines. As there is no on site manager in the lodge, all members must take responsibility for their own health and the protection of the health of others visiting the lodge.

This COVID Safe Plan sets out the intended use of, and restrictions for, the use of Kunapipi Ski Lodge during the COVID19 pandemic. It is intended to guide the use of the lodge in a manner that will assist in controlling transmission of the virus to members and their guests. It has taken account of the various restrictions and guidelines issued by relevant authorities at the Federal and State Government level as well as directions issued by relevant authorities such as the NSW National Parks Service (NPWS, authority controlling the National Park and our lessor) and Perisher Blue (resort operator) where they exist from time to time.

On May 21, NPWS contacted all lessors regarding lodge and premises preparations for the 2020 season with the following direction:

“To be thoroughly prepared for the ski season if you are considering opening or operating your lodge, hotel or place of business, you are required to have a COVID Safe operating plan in place. You must fully consider how you can adapt your business operation to meet current and changing restrictions and maintain physical distancing, rigorous cleaning and hygiene practices to keep your staff and guests safe. This requirement also applies to sublessees.” (NPWS, email to lessors)

This COVID Safe Plan is intended to address this direction.

All members and their guests are required to comply with this plan, the directions of the Board, and the directions of the various authorities. Noncompliance will be treated seriously by the Board and investigated. Sanctions will be considered in such investigations.

1.2 Ongoing actions and monitoring

The COVID pandemic is an evolving situation with rapidly changing rules and requirements. The Club is aware of the impacts of the health warnings and are monitoring the situation.

The Board will take action as and when necessary in the likelihood that:

- There is a COVID infection within the Lodge or an identified high risk situation (viz COVID like symptoms).
- The use of Perisher Resort changes or is closed.
- The Official health guidelines and rules change.
- Government or Lodge Lessor direction, or a decision by a Resort Operator to cease operations at the resort.

Members will be notified of any impact to the use of the Lodge so they are able to make their own individual judgements about attending the Lodge. Attendance at the Lodge is at the discretion of the

Board and the potential risk that attendance at the lodge may entail, is the sole responsibility of those members and their guests.

1.3 Roles and Responsibilities

The following briefly outlines the roles and responsibilities of the various persons and groups responsible for, or staying within, the Lodge:

- **Kunapipi Board:** exercising discretion for attending the lodge, setting policy in relation to the Club's COVID19 response, oversight of the use and restrictions relating to the Lodge, dealing with and resolving COVID19 infections, liaison with relevant authorities, advice to members on relevant issues.
- **Hut Manager:** ongoing monitoring of Lodge occupation, providing relevant signage and sanitizing facilities, advising the Board of COVID infections within the Lodge, organizing Lodge cleaning.
- **Booking Manager:** issuing COVID19 guidelines to each booking party/member, restricting booking numbers to those recommended in this plan, appointment of a weekly Hut Captain.
- **Hut Captain:** monitoring compliance with the COVID Safe Plan, reporting possible and actual infections, acting on instructions of the Board and Hut Manager, tabulating those staying in the Lodge for the week.
- **Members and Guests:** compliance with the COVID Safe Plan, reporting possible and actual infections, cleaning of the Lodge after occupation to the specified level, using personal hygiene and cleanliness measures as recommended by government and this plan.

1.4 COVID Contact Tracking Application

The Federal Government has issued an 'app' for the purpose of COVID19 contact tracking (<https://www.health.gov.au/resources/apps-and-tools/covidsafe-app>). The Club recommends members and their guests utilize this app before, during and after attending the lodge.

1.5 Supporting documentation

The following provides further detail on specific requirements:

- Action Plan (**Appendix A**).
- Cleaning guidelines (**Appendix B**)

1.6 Document Control

This is a controlled document. That is, it will be revised as and when needed, and the Revision status will be noted at the front of the document. The most current version will be posted on the Club webpage (members section) and it is the responsibility of each member to remain apprised of the most current version.

2 Use and Occupation of Lodge

2.1 General requirements

There are numerous resources issued by government in relation to the COVID pandemic including general hygiene, social distancing and individual protection. In this regard:

- Practice good hygiene (see websites below).
- Cover your mouth when coughing and sneezing.
- Wash your hands often with soap and water or use 70% alcohol-based hand sanitisers
- Wash down surfaces. Clean then disinfect (use bleach/alcohol) before and after use.
- If you are sick stay home (Self isolate) and do not attend the lodge.
- Practice social distancing

There are sanitising stations installed strategically around the Lodge to assist members and their guests comply with these requirements as well as advice in relation to cleaning requirements. There are also appropriate cleaning products located in the stores. Appendix B outlines a general cleaning list for the Lodge. This is not exhaustive and is a guide only.

The Club wishes to direct members to the following resources for more information:

<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>

2.2 Restrictions on attendance of Kunapipi lodge

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

- They are or have been infected with COVID19 and have not recovered and are clear of the infection.
- They have been overseas immediately prior to visiting the Lodge and have not been through the required quarantine period and have not tested negative for COVID19.
- They have or may have been in contact with a known infected person and have not tested negative for COVID19 after the expiration of the incubation period.
- They are unwell and/or are showing symptoms of COVID19 and have not tested negative or those test results are not yet available.

A doctors certificate will be required to confirm a negative test result if the above applies. Attendance at the Lodge is at the absolute discretion of the Kunapipi Board.

2.3 Occupation of Lodge

Due to various government restrictions and guidelines, and based upon the risk management approach set out in Appendix A, the use of the Lodge during the COVID pandemic will change in the following ways:

- There will be a restriction in the number of people using the Lodge at any one time (AAOT).
- There will be restrictions as to how internal spaces can be used.
- There will be a greater focus on continuous cleaning and hygiene.
- There will be requirements in the event that a member or guest is infected by COVID previously or whilst at the Lodge, or if they display COVID like symptoms.

The Club's response to each of these is set out below.

2.4 Numbers using the Lodge

The government has advised that, within accommodation and other similar facilities, a minimum of 4 square metres is required for each person. The following table sets out how this would be applied to the Lodge.

Location	Area (square metres)	Maximum permitted occupancy (at any one time)
Kitchen	6 sq m	2 (it is a linear space and 1.5 metres distancing is possible)
Dining area	28 sq m	8 persons
Lounge	40 sq m	10 persons spread across entire area
Bedrooms	12 sq m	2 persons
Laundry	9 sq m	1 person
Drying room	10 sq m	2 persons
Ski room	10 sq m	2 persons

The Club is licensed to accommodate no more than 16 persons at any one time. The above table calculations suggest that we cannot get to our authorised maximum number of 16 persons as it would be very difficult to ensure distancing compliance.

However, a higher density of accommodation could be permitted than the above table sets out if large family groups are using the accommodation (on the basis they are one household). There is also the potential to manage use of facilities such as the kitchen and dining areas in "shifts" eg two shifts in the dining area and kitchen.

The Board will adopt the above numbers as general guidelines recognising that there may be situations where a slightly higher density would be acceptable whilst providing social distancing.

2.5 Lodge cleaning

Members and guests are responsible for ensuring the Lodge has been cleaned to a high standard as this is an important strategy to minimise transmission risk. Not following this directive may lead to the Lodge being shut down.

The checklist in Appendix B provides some guidance on the cleaning approach (this is not exhaustive). Each Hut Captain will be tasked to direct compliance with these requirements.

2.6 Actions in the Event of a COVID contamination in Lodge

If a person staying in or visiting the Lodge has, contracts or is reasonably suspected of being infected with COVID19, the following process will be undertaken:

- The person will report their state of health to the Hut Captain and undergo testing without delay (if such testing has not been undertaken).
- The responsible Hut Captain will notify the Hut Manager as soon as possible and will follow the directives of the Manager.
- The infected person will immediately be isolated and then transferred to suitable premises/accommodation/hospital. Transfer of the infected person will follow any specific requirements issued by the NSW Department of Health.
- If the person is staying in the lodge alone, the Hut Captain can be asked to provide assistance in obtaining medical advice.
- The Lodge will be shut down as rapidly as possible and all occupants will be notified of the infection and required to vacate the premises. All occupants will be advised to self-isolate and undergo testing.

- The Department of Health will be advised of the infection by the Hut Manager and the Club will follow any direction issued by the Department or their delegate. The Department will be issued with a list of all occupants/contacts by the Hut Manager without delay.
- The NPWS will be advised of the infection and the Club will follow any direction issued by the Service or their delegate.
- The Hut Manager will organise cleaning of the Lodge or other approach to minimise the risk (eg leave unoccupied for a week).
- All members of the Club will be advised of the infection.

There are certain symptoms of COVID that can be used to identify if a person is potentially infected (signs within the lodge have been posted to show these symptoms). If a person has symptoms of COVID but the infection is not yet confirmed, the following process will be undertaken:

- The person will report their state of health to the Hut Captain and will be required to have a COVID test without delay.
- The person will be quarantined in their bedroom by the Hut Captain until such time as the COVID test is confirmed. If that person is a minor their parent or guardian will be responsible for the care of that minor and that parent/guardian will also be quarantined.
- The Hut Captain and Hut Manager will inform all guests staying in the premises of the potential risk of infection.
- The person may choose to vacate the Lodge prior to the outcome of a COVID19 test. In this instance, the guest will be required to inform the Hut Manager of the results of the COVID test once in hand.
- If the person is staying in the lodge alone, the Hut Captain can be asked to provide assistance in obtaining medical advice.
- The Hut Captain and Hut Manager will monitor the COVID test status or be informed of the departure of the guest. The name and contact details of that guest will be supplied as soon as possible to the Hut Manager.
- If that test is positive, the Hut Manager will immediately inform all other guests of that status and commence the process set out above where relevant.

2.7 Bookings

Subject to government restrictions and advice, the Lodge will remain open for bookings.

The Board will generally only accept week long bookings for the season 2020. This is to ensure potential infections are limited to the people who occupied the Lodge during that week.

The booking process will include the following actions:

- The Booking Manager will confirm bookings with each member and ensure that the carrying capacity is not exceeded for each relevant week. A Hut Captain will be appointed for each week of Lodge booking.
- Each member will confirm in writing to the Booking Manager that they and their group/s does not have COVID, are not unwell/displaying COVID like symptoms and a liability waiver will be provided by each person. This responsibility extends to the time they occupy the Lodge. If a doctors certificate is required (Section 2.2), this must be supplied by the member making the booking otherwise the booking will not be accepted.
- Guidelines for use of the Lodge will be issued to each member and guest staying at the Lodge including the responsibilities of each Hut Captain. Members who host guests will be responsible for the actions of their guests including compliance with this Plan.

- Each Hut Captain will complete the “Lodge Stay” ledger including the name and contact details of each person staying at the Lodge and the bedrooms they have used. This must be supplied to the Hut Manager without delay upon completion of the stay.
- Each Hut Captain shall inform the Hut Manager of non-compliance with this Plan and of any COVID infections or high risk situations (ie COVID like symptoms) as per section 2.6.

If any members wish to cancel bookings, the normal cancellation policy will apply, noting that extraordinary cancellation provisions would apply if an individual booking cannot be continued because of:

- quarantine directions for a diagnosed case of COVID19,
- a Government self-isolation direction, or
- Written medical advice that the booked person cannot travel because of high vulnerability to COVID19.

If the Directors are obliged to close the Lodge for a period because of Government or Lodge Lessor direction, or because an infection has occurred within the lodge or a decision by a Resort Operator to cease operations at the resort has been made, refunds will be granted for that part of the booking that cannot be completed (pro-rata refund). **This will only cover accommodation in the Lodge.** Members are advised to take out travel insurance to cover other costs.

Appendix A

Risk Management Response and Action Plan

Appendix A

Risk Management Response and Action Plan

COVID19 Pandemic Risk

COVID19 is a very specific risk to the operation of the Lodge. While there are numerous components of the risk (eg risk to health and safety, economic risk, legal risk, regulatory risk, etc) it is the key health and safety risks that is the focus of this analysis.

The Club cannot control risk factors outside the Lodge, only risks presented within the premises. Consequently, limiting the risk within the Lodge should focus on a number of strategies.

The key strategies that have been identified from the analysis of the questions above and a review of government guidelines include:

- Promoting good hygiene within the Lodge to achieve infection prevention and control, including increasing available sanitizing facilities.
- Managing numbers within the Lodge at any one time to achieve social distancing guidelines based on government guidelines
- Focusing on good cleaning protocols as advised by government
- Having a plan for any COVID outbreaks within the Lodge or COVID infection risks.
- Ensuring Club membership is made aware of the risks and requirements

Table A1 outlines the detailed actions that arise from an assessment of identified risks and issues raised by COVID19.

Table A1: Kunapipi Lodge COVID19 Action Plan

Strategy	What are the risks/issues	What actions to take
Promoting good hygiene and providing cleaning protocols within the Lodge to achieve infection control.		
Ski room/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 sanitizer station • Daily cleaning/sanitizing • COVID safe signs and rules displayed • Recommend social spacing & restriction of numbers
Kitchen	<ul style="list-style-type: none"> • Significant 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"> • Co-ordinated cooking times to assist social distancing • Recommend social spacing & restriction of numbers • Provide specific guidance on use of the kitchen via signage • COVID safe signs and rules displayed • Daily cleaning/sanitizing • Provide hand sanitizer station • Provide boxes of disposable gloves. • Recommend guests use pre-prepared or packaged meals rather than fresh food preparation. • Plates, cups, glasses, utensils, etc to be removed from communal storage. Each room

		<p>to have a dedicated space for adequate supplies (eg utensils, plates each, cups, etc).</p> <ul style="list-style-type: none"> All condiments to be removed. Only salt, pepper and sugar provided. Guests advised to bring their own supplies and remove after their week. All teatowels to be removed and only paper towels are used.
Dining room	<ul style="list-style-type: none"> Significant 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"> Provide hand sanitizer station Cleaning/sanitizing after every meal COVID safe signs and rules displayed Recommend social spacing & restriction of numbers Co-ordinated dining times for social spacing
Lounge room	<ul style="list-style-type: none"> Significant 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"> Provide hand sanitizer station COVID safe signs and rules displayed Recommend social spacing & restriction of numbers Cleaning/sanitizing after every use
Bedrooms	<ul style="list-style-type: none"> Contamination when persons enter and touch surfaces, door handles, heaters etc Infection transfer by pillows, line, doona covers, blankets, heaters, windows 	<ul style="list-style-type: none"> Cleaning/sanitizing after use Remove lodge pillows. Guests to bring own pillow Doonas covers and blankets that have been used to be washed at high temperature (or specific product) COVID safe signs and rules 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/sanitizing after use Hand washing notices required COVID safe signs and rules 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/sanitizing after use Sanitation stations Hand washing notices required COVID safe signs and rules 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/sanitizing after every use Hand washing notices required COVID safe signs and rules displayed
Drying room	<ul style="list-style-type: none"> Significant risk infection area due to communal storage of potentially contaminated ski clothes Contamination when persons enter and touch surfaces, door handles, heaters 	<ul style="list-style-type: none"> Cleaning/sanitizing after use Hand washing notices required Provide distanced storage for each room COVID safe signs and rules displayed
General	<ul style="list-style-type: none"> Provide tools for people to use to self check and sanitize. 	<ul style="list-style-type: none"> Forehead thermometer in lodge. Provide adequate supplies
Managing numbers within the Lodge at any one time to achieve social distancing guidelines		
Kitchen	Area - 5 sq m	2 (it is a linear space and 1.5 metres distancing is possible)
Dining area	Area - 28 sq m	8 persons

Lounge	Area - 40 sq m	10 persons spread across entire area
Bedrooms	Area - 12 sq m	2 persons
Laundry	Area - 9 sq m	1 person
Drying room	Area - 10 sq m	2 persons
Ski room	Area - 14 sq m	2 persons
Focusing on good cleaning protocols as advised by government		
	<ul style="list-style-type: none"> Lack of understanding of hygiene needs and cleaning protocols 	<ul style="list-style-type: none"> Provide relevant guidelines for all persons Government physical distancing and hygiene posters in plain sight throughout the lodge.
	<ul style="list-style-type: none"> Lack of suitable products/facilities for cleaning 	<ul style="list-style-type: none"> Provide sanitizing facilities in appropriate locations, provide signage. Provide adequate supplies on hand
Having a plan for any COVID outbreaks within the Lodge		
	<ul style="list-style-type: none"> Lack of risk management approach 	<ul style="list-style-type: none"> Ensure plan prepared, adopted, implemented and revised as needed.
	<ul style="list-style-type: none"> Lack of communication and accountability 	<ul style="list-style-type: none"> Define who, when, what for infection control
	<ul style="list-style-type: none"> Infection in Lodge or people arriving with infections 	<ul style="list-style-type: none"> Define the steps needed for addressing infections, as well as steps to notify authorities and contacts in conformity with government guidelines/requirements Booking process to vets guests to confirm symptom free Place onus on guests to declare infection and obtain testing/medical advice
	<ul style="list-style-type: none"> COVID like symptom of person/s in Lodge 	<ul style="list-style-type: none"> Task Hut Captain with notification of symptoms and implementing infection management process. Define the steps needed for addressing potential infections Booking process to vets guests to confirm symptom free Place onus on guests to declare symptoms and obtain testing/medical advice
Communication with membership		
	<ul style="list-style-type: none"> Risk of miscommunications or lack of education/awareness 	<ul style="list-style-type: none"> Develop communications about COVID Safe plan Guests to be educated on COVID Safe plan. Various notices throughout the lodge

Appendix B

Cleaning Guidelines

Kunapipi Ski Lodge

Table B 1: Cleaning guidelines based on Federal/State Guidelines, 2020

Method/Approach	Actions
Ventilate rooms before you clean.	Allow fresh air to circulate for at least 20 minutes. If possible, leave all windows open during the entire cleaning process.
Wash your hands thoroughly before and after each cleaning.	Use soap and water, and scrub for at least 20 seconds. If that's not possible, use a hand sanitizer with at least 70% alcohol.
Wear disposable gloves while you clean.	Gloves should be thrown out after each cleaning. Make sure to wash your hands immediately after gloves are removed
Clean, then disinfect.	Cleaning is when you use soap or detergent and water to remove dirt, germs and impurities. Disinfecting refers to the use of chemicals like bleach or alcohol to kill germs. Doing both is the best way to reduce the spread of infection.
Use the right disinfectant.	Diluted household bleach solutions, cleaning products with at least 70% alcohol, and most common disinfectants are believed to be effective against the coronavirus. Bleach is a strong chemical and care should be taken when using it.
Focus on frequently touched surfaces.	Light switches, doorknobs, and tap handles are just a few of the areas you'll need to disinfect.
Lounges and other soft, porous surfaces.	Carefully remove any visible dirt or grime, then use the appropriate cleaner for the material. If possible, machine-wash items according to the manufacturer's instructions.
Wash all linen at the highest heat setting recommended by the manufacturer	That includes mattress covers, kitchen towels, and blankets. Wear gloves when handling dirty laundry.
Consider vacuum risks	Change vacuum filters every vacuum cycle.

Table B2: General Cleaning Checklist for Lodge Areas

Area	Items to Clean/disinfect	
General	Doorknobs/surfaces Cleaning appliances: Fans and lamp chains Garbage and recycling bins Hairdryers Hanging space Ironing boards and irons Keys/keypads	Laundry – sinks, washers, storage Light switches/pulls Railings Tabletops Thermostats/heaters Window sills and window handles Vacuum cleaners Washer/dryer units
Kitchen	All utensils, appliances, pots/pans, etc Cabinet handles and pulls Doorknobs, Dishwashers Ovens/microwaves	Condiments: oil, salt and pepper shakers Kitchenware not dishwasher safe Sinks, benchtops Fridges – handles, internal areas Window sills and window handles
Bathrooms	Shower curtains/doors Showers and tubs Sinks	Tap handles and spouts Toilets Window sills and window handles
Dining	Doorknobs Railings Light switches/pulls	Railings Tabletops/seats Window sills and window handles
Lounge	Doorknobs Railings Lamp chains/switches Light switches/pulls	Lounges especially arm rests Railings Tabletops Window sills and window handles
Bedrooms	Hangers and luggage racks Bedheads/foot Nightstands/side tables	Cupboards/dressers Bedding – doonacovers, pillows, linen Window sills and window handles

