



# Snowy River Ski Club

Doorack Ski Lodge

Farm Creek Place

Guthega NSW

## COVID Safe Plan

Document Control				
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DBA Planning and Environment, 2020.  
7 Yarrabee Place, Bilgola Plateau

## 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. It is not intended as, nor should it be construed as constituting, a means to eliminate the risk of COVID transmission/infection. While it 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.

The opinions expressed and information provided have been provided in good faith and while every care has been taken in preparing these documents, the Snowy River Ski Club Board 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. The Snowy River Ski Club Board cannot be held liable for the use of and reliance of the content in these documents.

The information in this document is presented for the purpose of improving Snowy River Ski Club member, associate member and guest access to information about the COVID19 virus and managing the risk that it presents. The information contained in these documents may be only used, published, redistributed or disseminated for such purposes. Any use for commercial purposes or other gain is not permitted without the prior written consent of DBA Planning and Environment.

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## 1. Key points

- Preparation of and adherence to this plan is a condition of use of Doorack Lodge for the 2020 winter.
- A range of limitations and conditions on attendance at the lodge will be imposed to minimise risks of Covid 19 transmission.
- This plan is not intended as, nor should it be construed as constituting, a means to eliminate the risk of COVID transmission/infection.
- All members and guests staying at the lodge are obliged to familiarise themselves with and adhere to this plan.
- Members and guests are required to bring with them to the lodge a personal thermometer designed for use either in the mouth or ear.
- Total lodge occupancy will be limited to 14; bookings for the 2020 season will be rearranged to meet this limit.
- All bookings made to date are deemed to be unconfirmed as of the date of commencement of this plan, members wishing to use their booking should notify the Booking Officer by Monday 15<sup>th</sup> June.
- Refund or credit arrangements will be available where bookings are cancelled or curtailed.
- High standards of personal hygiene will be required.
- A daily lodge cleaning regime will be implemented, requiring additional duties for all adult occupants.
- A suspected Covid 19 infection will result in the person concerned and the party that they are part of being required to depart the lodge as possible (and within 24 hours) and being quarantined in the lodge prior to departure.
- A confirmed infection of a lodge resident or a person recently departed from the lodge will result in the lodge being closed for a period.
- A whole of lodge meeting will be convened by the Lodge Host at 5:00pm each Sunday to determine arrangements for cleaning, kitchen use and other logistical matters related to this plan. Attendance is mandatory.
- These circumstances are difficult for all concerned; the patience, forbearance and good humour that has always been a hallmark of the SRSC membership will stand us in good stead and get us through this thing together.

## 2. Key points for Lodge Host

The Lodge Host will convene a meeting at 5:00pm on Sunday and do the following:

- Introduce themselves and all members and guests to each other.
- Identify the parties present and explain the need for separation between parties.
- Allocate kitchen cooking times (breakfast and dinner) between parties.
- Point out the nominal numerical limits for the various areas in the lodge, explain the reasoning for these and their applicability for persons and parties.
- Allocate cleaning duties to rooms/parties (Section 4.6) .
- Remind members and guests of hand washing requirements on entering the lodge and the Kitchen, and of room and bathroom cleaning requirements.
- Advise members and guests of the location of cleaning materials.
- Advise members and guests of fire and other emergency procedures, procedures for use of the fireplace and other relevant day-to-day matters necessary for the sound administration of the Lodge.
- Answer any questions, with reference by telephone to a Board member if necessary.

### 3. Background

#### 3.1. Purpose

The Club Board is aware of the risks of COVID-19 in relation to the use of the lodge during the COVID19 pandemic, and the risk to the health and safety of those staying in the premises. It will strive, as far as is practicable and reasonable, to ensure the lodge is used and occupied in accordance with accepted government policy and guidelines.

This COVID Safe Plan sets out the intended use of, and restrictions for the use of, Doorack Ski Lodge during the COVID19 pandemic. It is intended to guide the use of the lodge in a manner that will assist in minimising potential transmission of the virus to members and their guests, and any wider spread.

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 Health, Safe Work Australia, NSW National Parks and Wildlife Service (authority controlling the National Park and lessor) and Vail Resorts (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. Non-compliance will be treated seriously by the Club Board and investigated. Sanctions will be considered and may include cancellation of future booking rights.
- A copy of this plan will be issued to each member staying at the Lodge. Members who host guests will be responsible for the actions of their guests including compliance with this Plan and for providing a copy of this plan to their Associates and Guests.
- Each Lodge Host shall ensure compliance with these guidelines and with completing the “Booking register” including the name and contact details of each person staying at the Lodge and the bedrooms they have used.
- Each Lodge Host shall inform the Booking Officer of non-compliance with this Plan and of any COVID infections or high risk situations (i.e. COVID like symptoms).
- If the Board is obliged to close the Lodge for a period because of Government or Lodge Lessor direction, or a decision by a Resort Operator to cease operations at the resort, refunds or credit arrangements will be granted for bookings during that period.
- Refund or credit arrangement will be available for bookings cancelled or curtailed because of the requirements of this plan.

### 3.2. Definitions

The following terms are defined for use in this plan:

**Party:** A group of members and guests booked into the lodge who normally co-habit or associate to the extent that potential for Covid cross-infection is high and therefore preventative measures are not a practical consideration. May also be a single person.

**Covid symptoms<sup>1</sup>:**

- a fever of 37.5°C or more or a history suggestive of fever (night sweats, chills). OR
- an acute respiratory infection (e.g. cough, shortness of breath, sore throat).

**Covid risk event:** Circumstance where a person staying at the lodge experiences *Covid symptoms* to the extent that, in the view of the Lodge Host, they are determined to be an infection risk. In making this determination the Lodge Host may consult with members of the Club Board.

### 3.3. Risk Management Response

Given COVID is a significant health risk to the community and individuals, it is advisable to address these risks in a methodical fashion. This has been facilitated using a risk management approach to identify the specific risks with the premises, the activities occurring, and approaches to minimizing infection and transmission risk. Attachment B provides commentary on the risks regarding COVID that have been identified and how they are to be managed. This then allows an action plan to be developed for the safe use and occupation of the Lodge which is set out in the following sections.

### 3.4. Ongoing actions and monitoring

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

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

- There is a COVID infection within the Lodge or an identified *Covid risk event*
- The use of the Resort changes or is closed.
- The Official health and workplace guidelines and rules change.
- Government or Lodge Lessor direction, or a decision by a Resort Operator to modify or cease operations at the resort.

Members will be notified of any impact on the use of the Lodge so they are able to make their individual judgements about attending the Lodge. Attendance at the Lodge, and the potential risks that this may entail, is the sole responsibility of members and their guests.

The Club Board will make members and guests aware of the existence of this Plan and provide a copy to each member.

### 3.5. Roles and Responsibilities

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

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<sup>1</sup> The Commonwealth Government Health Direct website (<https://www.healthdirect.gov.au/symptom-checker/tool/question/6559606/203/4>).

- Club Board: 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, and in liaison with the Booking Officer and Lodge Hosts, ongoing monitoring of Lodge occupation, providing relevant signage and sanitizing facilities, advising of COVID infections within the Lodge and wider resort area, organizing Lodge cleaning.
- Booking Officer: issuing COVID19 guidelines to each booking party/member, restricting booking numbers to those recommended in this plan, appointment of Lodge Hosts.
- Lodge Host: responsible for compliance with the COVID Safe Plan (in consultation with the Board), reporting possible and actual infections, acting on instructions of the Board, tabulating those staying in the Lodge for the week.
- Members, Associate 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 recommended hygiene and cleanliness measures as recommended by government and required by this plan.

Each lodge visitor must understand the roles, responsibilities and reporting lines associated with the Lodge.

### 3.6. COVID Contact Tracking Application

The Federal Government has prepared an 'app' for the purpose of COVID19 contact tracking (<https://www.health.gov.au/resources/apps-and-tools/covidsafe-app>). The Club Board highly recommends members and their guests download and utilize this app.

### 3.7. Supporting documentation

The following provides further detail on specific requirements:

- Risk Management Response and Action Plan (Appendix A).
- Cleaning guidelines (Appendix B).

### 3.8. Document Control

This controlled document will be revised as and when needed, and the Revision status noted at the front of the document.



## 4. Use and Occupation of Lodge

### 4.1. General requirements

There are numerous resources issued by the government in relation to the COVID pandemic including general hygiene and individual protection. Important principles are:

- Practice good hygiene
- Cough or sneeze into your arm or a tissue
- Wash your hands regularly; with soap and water as a first preference, use alcohol-based hand sanitisers as a second preference when washing is impractical
- Wash down surfaces with soap and water
- Minimise physical contact, keep 1.5m away from others

### 4.2. Bookings

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

The job of the booking officer is always complex and especially difficult in these circumstances. Members and Associates will no doubt understand the need to show appropriate patience and courtesy, and acceptance of the booking outcomes.

Lodge capacity will be reduced by about 50% and consequently room availability will be severely constrained. The situation will be eased when some members relinquish their bookings due to health or practicality concerns but it is anticipated that booking demand will nevertheless exceed room supply. Booking for more than one week during the peak months of July and August will probably not be possible. The booking officer will do her best to meet all needs equitably by adopting a process generally as follows:

- Attempt to accommodate bookings as originally requested
- Offer alternative booking times
- Offer reduced booking periods (e.g. 3 or 4 days instead of a week)
- Where conflicts are irreconcilable, draw lots to determine an outcome.

The booking process will include the following actions to ensure compliance with this Plan:

- **All bookings for season 2020 made to date will be deemed to be unconfirmed as of the date of publication of this Plan – 12 June 2020 (refund or credit arrangements will apply).**
- **Members who wish to visit the lodge this season will be required to notify the Booking Officer by email by no later than 22 June.**
- The Booking Officer will confirm bookings following the procedure outlined above with each member and ensure that the carrying capacity is not exceeded for each relevant week. A Lodge Host will be appointed for each week.
- Within 24 hours prior to the commencement of their booking members will be required to confirm by email to the Booking Officer that they and all members of their party do not have COVID and are not unwell or displaying *COVID symptoms*. Should any symptoms develop or unwellness be experienced bookings for some of or all the party may be cancelled (refund or credit arrangements will apply). They will also be required to acknowledge that they have read and understood a waiver of liability (Refer Attachment A).

#### 4.3. Personal Hygiene

All lodge members and guests are required to familiarize themselves with Government guidance on personal hygiene and practice this. Regular hand washing with soap and water is recommended. Refer to Attachment C.

All persons entering the lodge must wash hands with soap and water or use sanitizer.

Hand sanitizer must be used by anyone entering the kitchen.

Sanitiser containers and advice in relation to cleaning requirements are available around the Lodge to assist members and their guests comply with these requirements as well. There are also appropriate cleaning products located in the stores.

Blankets will continue to be provided in all bedrooms, members and guests will as usual supply their own linen. Members and guests choosing not to use the club blankets due to health concerns in which case they may bring their own sleeping bags or blankets.

Members may choose to wear masks; this is not mandatory. All members and guests must bring suitable masks for personal use if they develop *covid symptoms* while at the lodge.

The lodge host will have access to a supply of masks for use at her/his discretion. The lodge host may require members or guests to wear masks in some circumstances.

The Board recommends 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>

#### 4.4. Restrictions on attendance at Doorack lodge

A person will not be permitted to attend the lodge if:

- They are infected with COVID19
- They have been infected with COVID19 and have not obtained a negative test result since recovering.
- They have been or have returned from overseas immediately prior to visiting the Lodge and have not been through a quarantine/isolation period of three (3) weeks and have not tested negative for COVID19.
- 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 COVID19 after the expiration of the incubation period (nominally 14 days).
- They have been or are unwell or are showing *Covid symptoms* and have not tested negative or those test results are not yet available.

Confirmation of a negative test result will be required if any of the above applies (members and guests are required to complete a declaration prior to arrival at the lodge – see Section 2.2).

Attendance at the Lodge is at the absolute discretion of the Board.

If a member or their guest attends the Lodge contrary to the above, the Board will investigate the breach and will consider sanctions including cancellation of future booking rights. There may also be government sanctions.

Cost refund or credit arrangements will be available in the event of a booking cancellation caused by any of the above.

#### 4.5. Occupation of Lodge

##### Total occupancy

The maximum number of persons to be booked at the lodge at any one time will be fourteen (14)<sup>2</sup>

Bathrooms will be allocated to each *party* for the duration of their booking and must be used only by the allocated *party*. This may result in the total occupancy being less than fourteen at some times, depending on the number and size of *parties*.

##### On arrival at the lodge

On their first arrival at the lodge members and guests are required to:

- Wash their hands at the ski room washbasin with soap and water
- Clean and disinfect their room and bathroom (refer to guidance at Attachment C). Cleaning materials will be provided.

On subsequent arrivals (e.g. after skiing) members and guests are required to wash their hands at the ski room washbasin with soap and water

##### Spaces within the lodge

The government has advised that, within accommodation and other similar facilities, a minimum of 4 square metres is required for each person (typically in dining areas but this figure can also be used for other communal areas).

Government guidance also suggests a 1.5m “social distancing”<sup>2</sup> spacing between individuals; this would apply to spacing between parties in the lodge.

The Covid 19 virus can be airborne and lodge members and guests are enclosed together with limited ventilation (impractical because of the weather) for extended periods. It is possible that these measures will be less effective in preventing the transmission of the virus, should it be present, than in other more open and less intensively inhabited buildings, even though the total occupancy has been substantially reduced.

The practical circumstances are such that, whilst adherence to these numerical limits is desirable, some flexibility and informality may be needed. The resulting increased risk will require a co-operative and courteous approach by all members and guests.

Nominal occupancy levels for the common spaces in the lodge are set out in the table below and will be displayed prominently in each area to provide general guidance.

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<sup>2</sup> The 14 person occupancy limit, which is 58% of the licensed maximum, was determined following consideration of the overall size of the lodge and the size of the various spaces within the lodge, the 4m<sup>2</sup>/person guide set by Government health agencies, the mode of operation of the lodge and likely behavioural characteristics of lodge occupants.

Location	Area (m <sup>2</sup> )	Nominal maximum occupancy at any one time note that a party may be a single person or a group (refer to section 1.2)
Kitchen	8	2 parties, maximum of 4 persons, more if <u>all</u> are of the same party.
Dining area	15	4 parties, maximum of 8 persons, more if <u>all</u> are of the same party.
Mezzanine	38	3 parties, maximum of 10 persons, more if <u>all</u> persons the same party.
Lounge	28	3 parties, maximum of 8 persons, more if <u>all</u> persons the same party.
Bedrooms	variable	Only persons of the party assigned to the room.
Laundry	12	2 parties, maximum of 3 persons, more if <u>all</u> persons the same party.
Drying room	4	1 party.
Ski room	26	2 parties, maximum of 6 persons, more if <u>all</u> persons the same party.
Bathrooms	variable	Only persons of the party assigned to the bathroom.
Sauna	9	Only persons of the same party.

### Drying room

In consultation with lodge residents the Lodge Host will designate areas within the drying room for use by different parties to enable separation to be maintained between ski clothing of different parties.

### Kitchen shifts

The lodge host will compile a roster for morning and evening kitchen use with specified time periods to be allocated to household groups. This will be done in consultation with members and guests generally at the Sunday 5:00pm whole of lodge meeting.

Members and guests are encouraged to bring frozen or otherwise readily preparable meals to reduce kitchen usage time.

### Communal food and condiments

Interchange of food and condiment containers between households is discouraged. Where household groups use communal stores (cereals, butter, condiments etc) they should use them in such a way that they are wholly consumed (as much as is practicable) during their stay at the lodge to reduce wastage, and take unused contents of opened packages home with them.

### Immediately prior to departure

Members and guests are required to clean and disinfect their room and bathroom (refer to guidance at Attachment C). Cleaning materials will be provided.

### Post departure

All members and guests staying at the lodge will be required to notify the booking officer if they are diagnosed as having contracted Covid-19 within a 14 day period of their departure from the lodge.

### Day visitors

Members and associates who intend to visit the lodge on a day trip must inform the booking officer prior to their travel so that visitation and contact details can be recorded.

Day visitors who are not members or associates are not permitted (tradespeople excepted). Subject to the discretion of the Lodge host, access by member and associate day visitors is limited to the lower level of the lodge (Ski room and laundry), hand washing with soap is compulsory on arrival. Day visitor attendance will be restricted as per section 2.4.

### 4.6. Lodge cleaning

Members and guests are responsible for ensuring the Lodge is kept clean 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.

A copy of a Safe Work Australia publication is at Attachment C. This provides guidance on the cleaning approach to the standards required. The Lodge Host will be expected to ensure compliance with these requirements as applicable to the lodge. Not following the Lodge Hosts directives may lead to sanctions. The table below sets out cleaning responsibilities on a per room basis. These responsibilities will be adjusted by the Lodge Host as circumstances require (e.g. all rooms may not be occupied).

All members and guests should allow at least 30 minutes per day for participation in cleaning duties.

Area to be cleaned daily	Notional room responsibility for cleaning. To be adjusted by lodge host dependent on room occupancy.	Frequency
Ski room/entry/drying room	1, 2 & 3	Daily
Kitchen	4	Daily Tea towels to be washed daily.
Dining area	6, 7 & 8	Daily
Lounge room	6, 7 & 8	Daily
Mezzanine	5	Daily
Bedrooms	Room occupants	On departure
Bathrooms	Rooms: 1 & 2 - bathroom opposite Room : 3 - bathroom opposite Rooms: 5 & 6 – bathroom opposite Rooms 7 & 8 – bathroom opposite	On departure
Store/locker area	9	Daily
Laundry	9	Daily
Sauna	Users	Following each use

#### **4.7. Resort activities**

Having regard to the fact that a major infection risk to the lodge will be an infection transmitted from other areas of the resort (rather than coming with a visitor from their home) lodge members and guests are urged to comply fully with all health and hygiene measures that will be implemented across the resort including on lifts and in retail outlets and elsewhere.

Particular attention should be paid to personal hygiene when returning to the lodge after visiting any parts of the resort with concentrations of people or using any shared facilities such as lifts. Hand washing with soap and water is required when entering the lodge.

## 5. Actions in the Event of a COVID contamination in Lodge

### 5.1. Covid infection

These and all provisions of this plan will be administered by the Lodge Host, who may consult with a member or members of the Board as they see fit. Decisions and directions made by the Lodge Host will be final and must be adhered to by all lodge members and guests. A member of the Board will be available at all times to act on behalf of the Board where required, and to attend the lodge in person if necessary.

If a person staying in or visiting the Lodge is confirmed as having contracted COVID19, the following process will be followed:

- The Lodge Host will notify the Booking Officer without delay and will follow any directives of the Board.
- 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.
- 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 at home and undergo testing.
- The Department of Health will be advised of the infection 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 and their contact details by the Booking Officer 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 lodge will be closed and unoccupied for a seven day period, any bookings made for that period will be cancelled.<sup>3</sup>
- All members of the Club will be advised of the infection.

If a person is confirmed as having contracted Covid 19 within a 14 day period of their departure from the lodge they must notify the booking officer immediately. The procedure will then be as above, subject to the requirements of health authorities.

Cost refund or credit arrangements will be available in the event of a booking cancellation or curtailment caused by an infection event as described above.

### 5.2. Symptomatic person

If a person staying at the lodge has *Covid symptoms* but the infection is not yet confirmed, the following process will be followed:

- The person will be isolated in their bedroom pending their departure from the lodge. 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 isolated.

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<sup>3</sup> Based on a document released by The USA Centers for Disease Control and Prevention (CDC) entitled "Interim Recommendations for U.S. Community Facilities with Suspected/Confirmed Coronavirus Disease 2019 (COVID-19)" [<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html> - accessed on 28/05/2020]. In that document, the CDC recommends that "If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary". It is understood that this recommendation is based upon multiple studies demonstrating the survival of COV-SARS-2 viral fomites on various surfaces.

- The symptomatic person and all of their party will be required to end their booking and leave the lodge within 24 hours.
- The Lodge Host will inform all guests staying in the premises of the potential risk of infection. Additional cleaning may be required in the areas the person has accessed.
- Members and guests may wish to terminate their booking and depart as a precautionary measure.
- The Lodge Host will inform the booking officer.
- The Booking Officer will follow up the guest to confirm the results of a COVID test that they will be required to take. If that test is positive, the Lodge Host, acting on the advice of the Booking Officer, will immediately inform all other persons that have occupied the Lodge in that week of the test result and commence the process set out above for a COVID infection.

Cost refund or credit arrangements will be available in the event of a booking cancellation or curtailment caused by an infection event as described above.

### 5.3. Diagnosis of suspected Covid 19 Infection

#### Acute respiratory condition

A member or guest self reporting, or in the case of a child a parent or guardian reporting, that they have an acute respiratory condition as defined at Section 1.2 will be deemed to be showing symptoms of COVID and procedures as per section 3.2 above will be followed.

#### Testing for fever<sup>4</sup>

##### *Lodge thermometer*

The lodge will be equipped with a forehead thermometer. All members and guests at the lodge are advised to use this to check temperature if they feel unwell.

The Lodge Host may require a person to undergo a temperature test if they deem this to be a reasonable course of action.

A recording at or above 37.5° will be deemed to be possible evidence of infection and trigger a requirement for a second test to be taken within a five minute period. In the event that the second test is below 37.5° then this will be deemed to be evidence of no apparent infection. A second recorded temperature at or above 37.5° will trigger a requirement for a third test to be taken within a five minute period. In the event that the third test is at or above 37.5° then the person will be deemed to be potentially showing symptoms of COVID and required to proceed to a second round of testing with a personal thermometer as described in the next section.

##### *Personal thermometers*

Members and guests are required to bring with them to the lodge a personal thermometer designed for use either in the mouth (oral) or ear (aural, tympanic).

If testing is required with a personal thermometer the following procedure will be followed:

Three temperature readings will be taken within a twenty minute period and at least 5 minutes apart. If any reading is at or above 37.5° then the person will be deemed to be showing symptoms of COVID and procedures as per section 5.2 above will be followed.

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<sup>4</sup> Whilst the forehead thermometer is simple and convenient to use it is considered to be less accurate than an oral or aural thermometer which takes a temperature reading from within the mouth or ear. Hence a two-stage temperature testing regime has been adopted.



## Liability waiver

## Attachment A

**WAIVER OF LIABILITY**

1. Snowy River Ski Club Co-op Ltd has put in place a number of preventative measures intended to reduce the spread of COVID-19. However, the Club cannot guarantee that you, your associates or guests or anyone else will not become infected with COVID-19. Attending the lodge could increase your risk of contracting COVID-19.
2. You are responsible for ensuring that you, your associates and guests comply with all State and Federal government COVID-19 requirements and the Club's Covid safe plan.
3. Any breach or non-compliance with any COVID-19 requirements or the Club's Covid safe plan may lead to a direction being issued to you and/or your associates and guests to immediately leave the premises. If such a direction is issued you must comply with it.
4. By signing this form you agree to the above conditions and you also acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that you or your associates or guests may be exposed to or affected by COVID-19 by attending the lodge and that such exposure or infection may result in illness, permanent disability or death. You further understand that the risk of becoming exposed or infected by COVID-19 at the lodge may result from the actions, omissions or negligence of yourself or others including but not limited to other Club members, their guests or associates or the Club's officers.
5. You voluntarily agree to assume all of the foregoing risks and to accept the sole responsibility for any illness you or any of your associates or guests may experience or suffer in connection with attendance at the lodge. By signing this form you release, discharge and hold harmless the Club, its members, their associates and guests, and the Club's officers of and from any claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. You understand and agree that this release includes any claims based on acts, omissions or negligence of the Club, its members or officers whether the COVID-19 infection occurs before, during or after your attendance at the lodge.
6. By confirming the matters set out in this form you declare that neither you, nor any of your associates or guests:
  - are or have been infected with COVID19 and have not recovered and are clear of the infection (i.e. COVID negative); or
  - have returned from overseas within the three weeks immediately prior to visiting the Lodge; or
  - are subject to a quarantine notice, self-isolation notice or similar; or
  - 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 (nominally 14 days); or
  - have:
    - a fever of 37.5°C or more or a history suggestive of fever (night sweats, chills). or
    - an acute respiratory infection (e.g. cough, shortness of breath, sore throat).and have not been tested and shown to be negative for COVID-19
7. You further agree that if you or any of your associates or guests display any symptoms mentioned at paragraph 6 above then you must immediately notify the booking officer and, if you are at the lodge, the lodge host.

## Doorack lodge Covid Safe Risk Analysis

## Attachment B

Strategy 1: Promoting good hygiene and cleaning protocols within the Lodge to achieve infection prevention and control.		
Area of concern	What are the risks	What actions to take
Ski room/entry	Contamination when persons enter and touch surfaces, door handles, security lock	Provide hand sanitizer station  Daily cleaning/sanitizing  COVID safe signs displayed  Ensure social spacing & restriction of numbers
Drying room	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	Cleaning/sanitizing daily  Separate areas to be designated for different parties
Kitchen	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	Co-ordinated cooking times to ensure social spacing  Daily cleaning/sanitizing  COVID safe signs displayed  Ensure social spacing & restriction of numbers – cooking roster system to be implemented  Provide hand sanitizer station  Dishwasher to be used for all dishwashing
Dining area	High risk infection area due to communal eating situation  Contamination when persons enter and touch surfaces, tables, chairs  Social distancing constraints	Sanitation to be available  Ensure social spacing & restriction of numbers  Co-ordinated dining times to ensure social spacing  Cleaning/sanitizing after every meal
Lounge room	High risk infection area due to communal seating situation  Contamination when persons enter and touch surfaces, door handles, sit on seats  Social distancing constraints	Sanitation to be available  Cleaning/sanitizing daily  COVID safe signs displayed
Mezzanine	Medium risk infection area due to communal seating situation  Contamination when persons enter and touch surfaces, sit on seats, use books and bookshelves.  Social distancing constraints	Cleaning/sanitizing daily  COVID safe signs displayed

Bedrooms	Medium infection risk  Infection transfer by pillows, linen, blankets, heaters, windows	Cleaning/sanitizing after use (between parties)  COVID safe signs displayed
Bathrooms	Medium infection risk  Contamination when persons enter and touch surfaces, door handles, sinks, shower facilities, heaters, windows	Provide soap dispensers  Limit use to one party per bathroom  Cleaning/sanitizing after use (between parties)  Hand washing notices required  COVID safe signs displayed
Store/locker area	Medium infection risk  Contamination when persons enter and touch surfaces, door handles store cupboard, freezer  Door handles, railings	Cleaning/sanitizing daily  Sanitation to be available  COVID safe signs displayed
Laundry	Medium-high infection risk (humid atmosphere)  Contamination when persons enter and touch surfaces, door handles, sinks, washing machine, dryer, windows	Cleaning/sanitizing daily  Provide sanitiser and soap  COVID safe signs displayed
General	Provide tools for people to use to self check and sanitize.	Forehead thermometer in lodge.  Ensure adequate supplies are available  Sanitiser  Soap

### Strategy 2: Managing numbers within the Lodge at any one time to achieve social distancing guidelines

Area of concern	What are the risks	What actions to take
All spaces in the lodge as identified for Strategy 1.	As for strategy 1	Determine maximum occupancy for each space having regard to the 4m <sup>2</sup> /person guidance, opportunities for rostering, potential for contamination of persons within and between parties and general practicality.


### Strategy 3: Focusing on good cleaning protocols as advised by government and communicating to lodge members and guests

Area of concern	What are the risks	What actions to take
Lack of understanding of hygiene needs and cleaning protocols Risk of miscommunications or lack of education or awareness	Increased possibility of infection due to poor hygiene practices.  Conflict between lodge members and guests due to lack of awareness or differing interpretations of hygiene requirements	Provide relevant guidelines for all persons  Require lodge members and guests to follow guidelines  Government Covid information posters in plain sight throughout the lodge.

Lack of suitable products/facilities for cleaning	Poor hygiene practice due to lack of equipment	Ensure sanitizing and soap facilities are available, and suitable cleaning equipment.
<b>Strategy 4: Having a plan for any COVID outbreaks within the Lodge</b>		
<b>Area of concern</b>	<b>What are the risks</b>	<b>What actions to take</b>
Lack of risk management approach	Potential for an unmanaged infection event to occur	Ensure plan prepared, adopted, implemented and revised as needed.
Lack of communication and accountability	As above	Define who, when, what for infection control
Infection in Lodge	As above	Define the steps needed for addressing infections within the Lodge and potential infections, as well as steps to notify authorities and contacts in conformity with government guidelines and requirements
People arriving with infections	As above	<p>Ensure booking process vets guests to confirm symptom free</p> <p>Place onus on guests to declare infection</p> <p>Task Lodge Host with identification of symptoms and implementing infection management process.</p>

## Cleaning guidelines

## Attachment C

**Coronavirus  
COVID-19**

Updated: 26 May 2020

## Recommended cleaning: Supplementary information

### Summary

This document provides guidance on routine cleaning, and cleaning and disinfection following a case or suspected case of COVID-19 in a non-healthcare workplace.

It covers:

- 1.1 – Cleaning during the COVID-19 pandemic
- 1.2 – Definitions
- 1.3 – Cleaning and disinfecting solutions
- 1.4 – Checklist of standard precautions for cleaning
- 1.5 – Recommended cleaning by surface
- 1.6 – Recommended cleaning by item
  - 1.6.1 – General
  - 1.6.2 – Specialised electronic equipment
  - 1.6.3 – Retail
  - 1.6.4 – Building and construction
  - 1.6.5 – Warehousing and logistics
  - 1.6.6 – Transport

### 1.1 Cleaning during the COVID-19 pandemic


COVID-19 spreads through respiratory droplets produced when an infected person coughs or sneezes. A person can acquire the virus by touching a surface or object that has the virus on it and then touching their own mouth, nose or eyes.

A key way you can protect workers and others from the risk of exposure to COVID-19 is by implementing appropriate cleaning and disinfecting measures for your workplace.

A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus.

It is highly recommended that workplaces are be cleaned at least daily. More frequent cleaning may be required in some circumstances. For example, if your workplace operates in shifts, workplaces

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should be cleaned between shifts. If equipment is shared between workers, it should be cleaned between uses, where practicable.

Cleaning with detergent and water is usually sufficient for routine cleaning.

Once clean, surfaces can be disinfected. When and how often your workplace, or certain surfaces, should be disinfected will depend on the likelihood of contaminated material being present. This would include any time there has been a case or suspected case of COVID-19 at the workplace, or at workplaces with a high volume of workers, customers or visitors that are likely to touch surfaces. You should prioritise cleaning and disinfecting surfaces that many people touch.

Alternatively, you may be able to do a 2-in-1 clean and disinfection by using a combined detergent and disinfectant.

### 1.2 Definitions

The following terms are used throughout this document, to improve readability.

**Damp dust** means to wet a cloth with cleaning agent and wring out, such that the cloth remains damp, but does not drip water.

**Detergent** means a surfactant that is designed to break up oil and grease with the use of water.

**Disinfectant** means a product labelled as household disinfectant, and containing alcohol ( $\geq 70\%$ ), chlorine bleach, oxygen bleach, or wipes or sprays that contain quaternary ammonium compounds.

**Frequently touched surface** means a surface that is touched often, by the same or different people. For example, a door handle or push plate.

**HEPA** means high efficiency air particulate filter.

**Infrequently touched surface** means a surface that is touched less than a frequently touched surface. For example, the surface of a cupboard door.

### 1.3 Cleaning and disinfecting solutions

Cleaning and disinfecting are two different processes:

*Cleaning* means to physically remove germs (bacteria and viruses), dirt and grime from surfaces using a detergent and water solution. A detergent is a surfactant that is designed to break up oil and grease with the use of water. Anything labelled as a detergent will work.

*Disinfecting* means using chemicals to kill germs (bacteria and viruses) on surfaces. It's important to clean before disinfecting because dirt and grime can reduce the ability of disinfectants to kill germs. The following disinfectants are suitable for use on hard surfaces (that is, surfaces where any spill liquid pools, and does not soak in): alcohol in a concentration of at least 70%, chlorine bleach in a concentration of 1000 parts per million, oxygen bleach, or wipes and sprays that contain quaternary ammonium compounds. These chemicals will be labelled as 'disinfectant' on the packaging and must be diluted or used following the instructions on the packaging to be effective.

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- > Health authorities recommend using a 1000 ppm bleach (sodium hypochlorite) solution to disinfect hard surfaces.

For routine workplace cleaning in a non-healthcare workplace, physical cleaning with water and detergent is usually sufficient. Water and physical effort alone will not kill the COVID-19 virus.

A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus in workplaces when cleaning, and should be used where there is a high volume of workers, customers or visitors that are likely to touch surfaces.

Cleaning and disinfection should also be undertaken after a person with a confirmed or suspected case of COVID-19 has recently been at the workplace

Note: Disinfectants require sufficient contact time to be effective at killing viruses. If no time is specified, the disinfectant should be left for ten minutes before removing.

### 1.4 Checklist of standard precautions for cleaning

- Where cleaning on or around electrical equipment/fittings, isolate electrical equipment and turn off power source if possible before cleaning with liquids.
- Read the label for the detergent or disinfectant and follow the manufacturer's recommendations.
- Obtain a copy of the Safety Data Sheet (SDS) for the detergent or disinfectant and become familiar with the contents.
- Wear the appropriate personal protective equipment (PPE) that is identified on the label and the SDS.

### 1.5 Recommended cleaning by surface

The following table outlines the recommended minimum frequencies for routine cleaning of various surfaces in the workplace, as well as recommended cleaning and disinfecting following a suspected or confirmed case of COVID-19.

It is applicable to all workplaces, noting some surfaces may not be relevant to all workplaces.

It is highly recommended that workplaces are be cleaned at least daily. More frequent cleaning may be required in some circumstances. For example, if equipment is shared between workers, it should be cleaned between uses, where practicable.

More frequent disinfection may be required at workplaces with a high volume of workers, customers or visitors that are likely to touch surfaces.





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	Following suspected or confirmed case		Routine cleaning			
	Any Surface	Method	Frequently touched surfaces	Method	Infrequently touched surfaces	Method
<b>Soft plastics</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or every shift change	Detergent + Disinfectant	Clean weekly	Damp dust + Detergent
<b>Hard plastics</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or every shift change	Detergent + Disinfectant	Clean weekly	Detergent
<b>Metal surfaces (stainless steel, uncoated steel, zinc coated steel, aluminium)</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant* *uncoated steel is more susceptible to rust when disinfected. Disinfect only when necessary, and treat for rust as appropriate	Clean and disinfect at least daily or every shift change	Detergent + Disinfectant	Clean weekly	Detergent
<b>Painted metal surfaces</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or every shift change	Detergent + Disinfectant	Clean weekly	Detergent
<b>Deliberately Greased or Oiled metal surfaces</b>	Clean as soon as you become aware	Clean according to manufacturer's recommendations	Clean at least daily or every shift change	Clean according to manufacturer's recommendations	Clean weekly	Clean according to manufacturer's recommendations
<b>Wood</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or every shift change	Detergent + Disinfectant	Clean weekly	Damp dust + Detergent
<b>Laminate</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or every shift change	Detergent + Disinfectant	Clean weekly	Detergent

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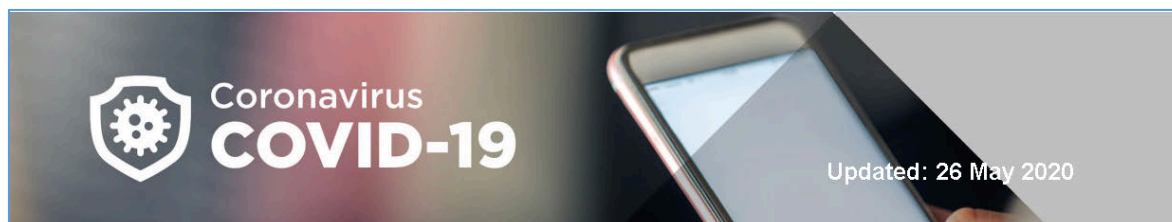


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	Following suspected or confirmed case		Routine cleaning			
	Any Surface	Method	Frequently touched surfaces	Method	Infrequently touched surfaces	Method
<b>Glass</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or every shift change	Detergent + Disinfectant	Clean weekly	Detergent
<b>Concrete (polished)</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or every shift change	Detergent + Disinfectant	Clean weekly	Detergent
<b>Concrete (rough)</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or every shift change	Detergent + Disinfectant	Clean weekly	Vacuum (HEPA) or Detergent
<b>Leather</b>	Clean and disinfect as soon as you become aware	Clean and disinfect according to manufacturer's recommendations	Clean and disinfect at least daily or every shift change	Clean and disinfect according to manufacturer's recommendations	Clean weekly	Clean according to manufacturer's recommendations
<b>Fabric</b>	Clean as soon as you become aware	Detergent + Steam clean If launderable, wash on warmest possible setting according to manufacturer's recommendations with laundry detergent	Clean at least daily or every shift change	Detergent + Steam clean If launderable, wash on warmest possible setting according to manufacturer's recommendations with laundry detergent	Clean weekly	Vacuum (HEPA) Damp dust + Detergent If launderable, wash on warmest possible setting according to manufacturer's recommendations with laundry detergent





	Following suspected or confirmed case		Routine cleaning			
	Any Surface	Method	Frequently touched surfaces	Method	Infrequently touched surfaces	Method
<b>Paper</b>	Not suitable for cleaning. Leave undisturbed for a minimum of 72 hours.	Dispose of in the bin (double-bagged), or leave undisturbed for a minimum of 72 hours, longer if possible.	Not suitable for cleaning	Dispose of in the bin (double-bagged), or leave undisturbed for a minimum of 72 hours, longer if possible.  If use is unavoidable, and individual use is not feasible, use a plastic protective sheet over the page.  Clean and disinfect plastic protective sheet at least daily.	Not suitable for cleaning	Use alternate, cleanable options, such as electronic tablets  If use is unavoidable, and individual use is not feasible, use a plastic protective sheet over the page.

### 1.6 Recommended cleaning by item

The following table outlines the recommended minimum frequencies for routine cleaning of various items in the workplace, as well as recommended cleaning and disinfecting following a suspected or confirmed case of COVID-19.

It is applicable to all workplaces, noting some items may not be relevant to all workplaces.

It is highly recommended that workplaces are be cleaned at least daily. More frequent cleaning may be required in some circumstances. For example, if equipment is shared between workers, it should be cleaned between uses, where practicable.

More frequent disinfection may also be required at workplaces with a high volume of customers or visitors that are likely to touch surfaces.



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## 1.6.1 General

	Following suspected or confirmed case		Routine cleaning			
	Any item	Method	Frequently touched items	Method	Infrequently touched items	Method
<b>Alcohol-based hand sanitiser dispenser</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Detergent
<b>Bath</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect daily, or after each use if shared facilities	Detergent + Disinfectant	Clean at least daily	Detergent
<b>Call bell / door bell</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Detergent
<b>Carpet (Soft floor)</b>	Clean as soon as you become aware	Carpet shampoo + Steam clean	Clean at least daily	Vacuum with HEPA filter	Clean weekly	Vacuum with HEPA filter
			Clean annually	Carpet shampoo + Steam clean	Clean annually	Shampoo or steam clean
<b>Ceiling</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Spot clean and disinfect daily & wash yearly, e.g. access hatches and surrounds	Detergent + Disinfectant	Spot clean weekly & wash every 3 years	Damp dust + Detergent
<b>Chairs - non-upholstered</b> e.g. plastic chairs, wooden chairs, other non-padded chairs	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Detergent





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	Following suspected or confirmed case		Routine cleaning			
	Any item	Method	Frequently touched items	Method	Infrequently touched items	Method
<b>Chairs - upholstered</b> e.g. fabric padded chairs, sofas, office chairs	Clean as soon as you become aware	Detergent + Steam clean	Clean at least daily	Vacuum (HEPA) Damp dust + Detergent	Clean weekly	Vacuum (HEPA) Damp dust + Detergent
<b>Cleaning Equipment</b>	Clean and disinfect after use	Detergent + Disinfectant	Clean and disinfect after use	Detergent + Disinfectant	Clean after use	Detergent
<b>Clipboard / Folders</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect after use	Detergent + Disinfectant	Clean weekly	Detergent
<b>Computer, Keyboard, Mouse Headsets</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant on wipeable cover, or isopropyl alcohol-based wipes/sprays	Clean and disinfect at least daily or when visibly soiled, and between users if equipment is shared	Detergent + Disinfectant on wipeable cover, or isopropyl alcohol-based wipes/sprays	Clean weekly or when visibly soiled	Consider adding a wipeable cover to the device/screen. Refer to manufacturer's recommendations Detergent
<b>Curtains and Blinds</b>	Clean as soon as you become aware	Damp dust + Detergent Steam clean curtains or blinds	Clean weekly	Damp dust + Detergent	Clean monthly	Refer to manufacturer's recommendations Steam clean curtains or blinds in place or machine wash curtains according to manufacturer's recommendations
<b>Door frames</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Detergent





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	Following suspected or confirmed case		Routine cleaning			
	Any item	Method	Frequently touched items	Method	Infrequently touched items	Method
<b>Door knob / handles</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean daily	Detergent
<b>Drinking Fountains</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean daily	Detergent
<b>Elevator buttons</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Detergent
<b>Floor (non-slip vinyl)</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Damp mop daily	Detergent
<b>Floor (polished concrete)</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or every shift change	Detergent + Disinfectant	Clean weekly	Detergent
<b>Fridges</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Weekly, & defrost to clean as required  Clean and disinfect frequently touched surfaces on fridge (i.e. handles) at least daily	Detergent + Disinfectant	Monthly & defrost as required  Daily spot check— clean when necessary	Refer to manufacturer's recommendations  Detergent
<b>Hand rails, stair rails</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Detergent

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	Following suspected or confirmed case		Routine cleaning			
	Any item	Method	Frequently touched items	Method	Infrequently touched items	Method
<b>Keys and locks and padlocks</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Detergent
<b>Kitchen appliances (toasters, kettles, sandwich presses, jaffle makers, ovens)</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Refer to manufacturer's recommendations Isopropyl alcohol-based wipes/sprays Detergent
<b>Light and Power point Switches</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	Clean and disinfect at least daily	Detergent + Disinfectant Damp dust	Clean weekly	Damp dust + Detergent
<b>Lights/lighting</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect daily	Detergent + Disinfectant	Clean weekly	Refer to manufacturer's recommendations Detergent
<b>Microwave</b>	Clean and disinfect as soon as you become aware	Detergent. Disinfectant on outside surfaces only.	Clean and disinfect frequently touched points on microwave at least daily	Detergent. Disinfectant on outside surfaces only.	Clean daily	Refer to manufacturer's recommendations Detergent
<b>Push/pull doors (with and without a push plate)</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Detergent + Disinfectant

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	Following suspected or confirmed case		Routine cleaning			
	Any item	Method	Frequently touched items	Method	Infrequently touched items	Method
<b>Remote controls</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Detergent
<b>Shelves (and items on shelves)</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Detergent
<b>Shower</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or after each use if shared facilities	Detergent + Disinfectant	Clean weekly	Detergent + Disinfectant
<b>Sink (hand washing &amp; kitchen)</b>	Clean and disinfect as soon as you become aware	Detergent Disinfectant on areas around sink only, not in sink	Clean and disinfect at least daily	Detergent Disinfectant on areas around sink only, not in sink	Clean daily	Detergent
<b>Tables / desks</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Detergent
<b>Telephone</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	Clean and disinfect at least daily & more regularly if shared by multiple users	Detergent + Disinfectant Damp dust	Clean weekly	Detergent
<b>Toilet</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Detergent + disinfectant
<b>Toilet doors and locks</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Detergent + Disinfectant

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	Following suspected or confirmed case		Routine cleaning			
	Any item	Method	Frequently touched items	Method	Infrequently touched items	Method
<b>TV</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	Clean and disinfect at least daily	Detergent + Disinfectant Damp dust	Clean weekly	Refer to manufacturer's recommendations Damp dust + Detergent
<b>Vending Machines</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant Damp dust	Clean and disinfect frequently touched points on machine at least daily	Detergent + Disinfectant Damp dust	Clean weekly	Refer to manufacturer's recommendations Damp dust + detergent or Isopropyl alcohol-based wipes/sprays
<b>Walls</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Spot clean and disinfect touched walls at least daily & full clean yearly	Detergent + Disinfectant	Spot clean weekly & full clean yearly	Damp dust + Detergent
<b>Windows</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Spot clean and disinfect touched windows at least daily	Detergent + Disinfectant	Clean weekly	Detergent
<b>Window frames (sliding servery window types)</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Detergent







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### 1.6.2 Specialised electronic equipment

	Following suspected or confirmed case		Routine cleaning			
	Any item	Method	Frequently touched items	Method	Infrequently touched items	Method
<b>Electrical equipment</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or between users if shared	Detergent + Disinfectant	Clean weekly	Refer to the manufacturer's recommendations
<b>Electronic equipment (sensitive to electrostatic charge)</b> E.g. iPads, tablets, laptops exterior of computer case and monitors	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or between users if shared	Detergent + Disinfectant	Clean weekly	Consider adding a wipeable cover to the device/screen.  Refer to manufacturer's recommendations  If no manufacturer's recommendations, use isopropyl alcohol-based preparations with non-electrostatic wipes suitable for electronic equipment
<b>Touch screens e.g. information screens in buildings</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant on wipeable covers  Isopropyl alcohol-based wipes/sprays	Clean and disinfect at least daily	Detergent + Disinfectant on wipeable covers  Isopropyl alcohol-based wipes/sprays	Clean weekly	Consider adding a wipeable cover to the device/screen.  Refer to the manufacturer's recommendations  Isopropyl alcohol-based wipes/sprays





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### 1.6.3 Retail

	Following suspected or confirmed case		Routine cleaning			
	Any item	Method	Frequently touched items	Method	Infrequently touched items	Method
<b>Cash registers</b>	Clean and disinfect as soon as you become aware	Detergent + Isopropyl alcohol-based wipes/sprays	Clean and disinfect after each shift	Detergent + Isopropyl alcohol-based wipes/sprays	Clean weekly	Detergent + Isopropyl alcohol-based wipes/sprays
<b>EFTPOS machines</b>	Clean and disinfect as soon as you become aware	Isopropyl alcohol-based wipes/sprays	Clean and disinfect after each use (if practicable)	Isopropyl alcohol-based wipes/sprays	Clean weekly	Isopropyl alcohol-based wipes/sprays
<b>Hand-held cash register scanners</b>	Clean and disinfect as soon as you become aware	Isopropyl alcohol-based wipes/sprays	Clean and disinfect after each use (if practicable)	Isopropyl alcohol-based wipes/sprays	Clean weekly	Isopropyl alcohol-based wipes/sprays
<b>Trolleys &amp; Hand-held baskets</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect after each use	Detergent + Disinfectant	Clean after each use	Detergent Isopropyl alcohol-based wipes





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#### 1.6.4 Building and construction

	Following suspected or confirmed case		Routine cleaning			
	Any item	Method	Frequently touched items	Method	Infrequently touched items	Method
<b>Bollards</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Detergent
<b>Hoses</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Detergent
<b>Ladders</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect between shifts or users	Detergent + Disinfectant	Clean weekly	Detergent
<b>Power tools and hand tools</b>	Clean and disinfect as soon as you become aware	Refer to the manufacturer's recommendations Isopropyl alcohol-based wipes/sprays	Clean and disinfect between shifts or users	Refer to the manufacturer's recommendations Isopropyl alcohol-based wipes/sprays	Clean weekly	Refer to the manufacturer's recommendations Isopropyl alcohol-based wipes/sprays
<b>Scaffolding / formwork</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Detergent





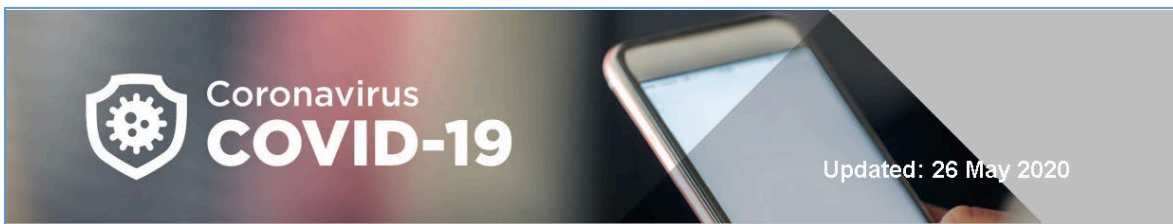
Coronavirus  
**COVID-19**

Updated: 26 May 2020

### 1.6.5 Warehousing and logistics

	Following suspected or confirmed case		Routine cleaning			
	Any item	Method	Frequently touched items	Method	Infrequently touched items	Method
<b>Control panels and other plant controls</b>	Clean and disinfect as soon as you become aware	Refer to manufacturer's recommendations Isopropyl alcohol-based wipes/sprays	Clean and disinfect between shifts or users	Refer to manufacturer's recommendations Isopropyl alcohol-based wipes/sprays	Clean weekly	Refer to manufacturer's recommendations Isopropyl alcohol-based wipes/sprays
<b>Conveyor Belts</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Detergent
<b>Drainage grates</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Detergent
<b>Hi Vis Vests worn over clothing</b>	Clean and disinfect as soon as you become aware	Refer to manufacturer's recommendations Detergent + Disinfectant	Clean and disinfect at least daily or between users if shared	Refer to manufacturer's recommendations Detergent + Disinfectant	Clean daily	Refer to manufacturer's recommendations Detergent
<b>Machinery surfaces</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Detergent
<b>Manual stopcock valves</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Detergent
<b>Roller door handles</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Detergent





	Following suspected or confirmed case		Routine cleaning			
	Any item	Method	Frequently touched items	Method	Infrequently touched items	Method
<b>Other PPE if shared between workers (hard hats, safety eyewear)</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or between users if shared	Detergent + Disinfectant	Clean weekly	Detergent
<b>Safety guards around equipment</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Detergent
<b>Viewing windows</b>	Clean as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Detergent



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#### 1.6.6 Transport

	Following suspected or confirmed case		Routine cleaning			
	Any item	Method	Frequently touched items	Method	Infrequently touched items	Method
<b>Door Handles</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily	Detergent + Disinfectant	Clean weekly	Detergent
<b>Gear knobs</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or between users if shared	Detergent + Disinfectant	Clean weekly	Detergent
<b>Seat Belts</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least daily or between users if shared	Detergent + Disinfectant	Clean weekly	Detergent
<b>Steering wheels</b>	Clean and disinfect as soon as you become aware	Detergent + Disinfectant	Clean and disinfect at least between shifts or between users	Detergent + Disinfectant	Clean weekly	Detergent
<b>Switches and other controls</b>	Clean and disinfect as soon as you become aware	Isopropyl alcohol-based wipes /sprays	Clean and disinfect at least daily	Isopropyl alcohol-based wipes /sprays	Clean weekly	Isopropyl alcohol-based wipes/sprays

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