



# RASCAL Inc. COVID-19 Response and Management Plan

V3 – 24/09/2020

**Summary:**

COVID has been a rapidly evolving event throughout 2020, and as the response to the pandemic has changed in accordance with the current level of risk, the committee has continued to watch and consider whether we can safely open the lodge, without creating unnecessary risk to the club, our members or their guests.

This document aims to provide guidance around the following scenario's:

- How RASCAL will manage the guidelines around pre-requisites prior to entering the lodge
- How RASCAL will manage the guidelines while using the lodge
- How RASCAL may need support from our members and guests to meet our obligations post using the lodge
- Understanding how a change in the government mandates will be managed.

Based on the current restrictions, it is very clear that RASCAL will have to adapt our operating model for the lodge to ensure that we comply with the COVID restrictions. Until there is a significant change in the current restrictions, the following will apply:

- We are moving from our normal casual bookings to a block booking system with a maximum capacity of 20 people. Each block booking will need to nominate a booking leader who will need to accept responsibility for the implementation of the RASCAL COVID management plan and reporting back to the office manager. Normal block booking rules will apply (ie sole use of the lodge.) Management of the risk associated with members of a booking is the responsibility of the person making the booking, and as such RASCAL is not able to coordinate multiple parties into a single booking
- The lodge will be available to book for a minimum three night period with a 24 hour gap between bookings. Check in will be 4pm and check out will be 10am. This will allow the lodge to be cleaned between bookings and provide time to allow the natural decay of any airborne virus particles.
- Social distancing and reporting requirements will need to be observed within the lodge. As at the time of writing this is:
  - The 4m<sup>2</sup> per person restriction
  - The 1.5m spacing between people restriction
  - The collection of contact details of the occupants of the lodge
- Each booking will need to nominate a booking leader who will be responsible to assist RASCAL to implement and report on or COVID-19 management plan
- RASCAL will no longer provide doonas, doona covers, pillows, pillow slips or tea towels. These will need to be provided by guests for their own use. RASCAL will continue to provide mattress protectors, these will not be laundered between each use, however spare mattress protectors will be provided to allow guests to put a clean protector on their bed prior to sleeping on it, and launder the removed protector during their stay.
- Additional cleaning requirements will need to be performed by members and guests during their stay to minimise the risk of cross infection

RASCAL does not have a full-time lodge manager, hence compliance the requirements around COVID rely on the cooperation of our members and guests.

RASCAL is required to comply with the Commonwealth and NSW Government orders and may need to quickly change to respond to changes in the government orders.

RASCAL is unable to accept the risk associated with individuals being exposed to, or contracting COVID while staying at the lodge. Each guest will need to sign an acknowledgement that they understand their own personal risk profile associated with COVID, that they are healthy at the time they enter the lodge, and that they will not hold RASCAL or its officers responsible for any COVID related illness.

As the response to COVID continues to evolve, this document may be updated to reflect the current requirements. Please ensure you check with the Office Manager that you have the current version of the document prior to using it as your reference.

**Personal Wellbeing:**

To ensure that RASCAL does not unduly expose any of our members or guests to exposure to illness while they are guests of RASCAL, the following are the minimum requirements around lodge entry and egress:

- All occupants of the lodge are expected to self-assess their own risk associated with contracting COVID-19. RASCAL encourages anyone who identified as being part of a high-risk category to consider not visiting the lodge
- No person who either has, or is suspected of having COVID-19 may enter the lodge. Anyone who is suspected of being exposed to, or infected with COVID-19 will need to complete a 14 day self-isolation or receive medical clearance prior to being allowed to access the lodge
- Anyone suffering from any of the following symptoms must seek medical assessment prior to entering the lodge:
  - fever
  - cough
  - sore/scratchy throat and
  - shortness of breath.
- The lodge is not to be used as a self-quarantine location by anyone who is under orders to self-isolate due to COVID-19, or any other infectious disease prior to the start date of their booking
- All members and guests who are accessing the lodge are requested to use the commonwealth government's COVID Safe application on their phones, and to carry their phones with them while in the lodge to track potential contact with others
- Anyone wishing to visit the lodge will need to have had the seasonal flu vaccination, and a COVID-19 vaccination if/when it becomes available. Proof of vaccination will need to be provided to the Office Manager if requested.
- In the event of a suspected or known exposure to COVID-19, the COVID Exposure management plan in Appendix 1 will be implemented.

**While in the lodge:**

Cleaning and sanitation:

- The club is continuing with our weekly clean of the lodge during the winter season, this will be done during the two days of the week when the lodge is unoccupied
- Additional cleaning and sanitation measures have been implemented and will need to be followed by members and guests during their stay at the lodge as follows:
  - Hand sanitisation stations have been installed in the middle and top levels of the lodge. All lodge occupants are expected to sanitise their hands when entering the lodge or transitioning between zones in the lodge to minimise the risk of cross infection
  - Cleaning materials have been placed inside each bathroom, the booking leader will be required to ensure that high touch areas in bathrooms (hand basins, door handles, and showers) are wiped down with disinfectant at least once per day
  - All dishes are to be washed, dried and put away as soon as is practically possible after use. The practice of leaving dishes on the sink in a dish drainer to dry will not be permitted. Any dishes found unwashed by our cleaner after the lodge has been

vacated by a group will attract a minimum charge of \$110 which will be passed on to the booking leader

- When checking out, the following additional measures will need to be completed
  - All surfaces in communal areas will need to be wiped down with the supplied surface disinfectant
  - All hard surfaces in bedrooms will need to be wiped down with the supplied surface disinfectant. (Any bedroom which has not been entered during the booking will not need to be addressed.)
  - All surfaces in bathrooms and toilets will need to be wiped down with the supplied surface disinfectant
  - All rubbish bins within the lodge will need to be emptied and taken to the wheelie bins outside the front door
  - Normal vacuuming and floor sweeping will need to be completed

#### Social distancing:

- Unless they are members of the same household, all members and guests will need to follow the 1.5m between people and maximum of 1 person per 4m<sup>2</sup> rules, with some areas in the lodge requiring additional guidelines
  - Bedrooms – members of different households are not to share rooms unless the 1.5m / 4m<sup>2</sup> rule can be adhered to.
  - Bathrooms – members of different households are not to use the bathrooms at the same time. At the booking leaders discretion, the bathrooms may be used as uni-sex to support the implementation of this requirement
  - Drying room – particular care will be required in the use of the drying room. A maximum of one person may be in the drying room at any time. Wherever possible avoid mixing clothing from different households in the one area of the drying room. Please consider not putting any item which comes into contact with your face in the drying room (eg neck warmer)
  - Laundry – maximum of one person at any one time
  - Combined Laundry/drying room/foyer - maximum of three people at any one time, (excluding anyone passing through the foyer to enter or exit the building.)
  - Entry foyer – ensure the 1.5m rule is followed during high traffic periods of people entering and exiting the building
  - Shed – maximum of one person at any one time

#### Record Keeping:

- RASCAL encourages all members and guests who will be accessing the lodge to use the COVID Safe application to support contact tracing
- The booking leader will need to maintain a register of all guests in the lodge during their booking. The minimum details required are full name, mobile number and the date(s) that each guest has been in the lodge.

#### Booking leader responsibilities:

- Maintain a register of all members and guests in the lodge on each day of the booking in the format provided by the club
- Ensure that all day to day cleaning and sanitation requirements detailed in the management plan are met

- Assist the committee and office manager to implement the published management plan, and to implement any changes required during the booking.
- Provide reporting back to the committee and office manager following the booking
- Ensure that all of the end of stay cleaning and sanitation requirements detailed in the management plan are met

## Appendix 1 - COVID-19 Exposure Response

There are two potential scenarios where we may see a potential exposure, these are:

- A member or guest who is staying within the lodge develops COVID-19 symptoms
- A member or guest who has stayed in the lodge within the last 14 days develops COVID-19 symptoms or tests positive to COVID-19

### Scenario 1 - A member or guest who is staying in the lodge develops COVID-19 symptoms

It is unlikely that it will be possible to effectively manage someone with COVID in the lodge while others are still staying in the lodge. The following strategies will be used to minimise the risk of cross infection to others.

- An emergency response pack is placed on top of the fridge in the kitchen. This includes face masks, rubber gloves, extra sanitising products and a non-contact thermometer. As soon as you identify that there is a suspected case within the lodge immediately get this pack and get all occupants of the lodge to wear face masks.
- Immediately call the COVID-19 helpline on 1800 020 080 and seek advice as to how to proceed. Ensure details are available relating to those who have been in close contact with the guest with symptoms
- Using the non-contact thermometer in the response kit, check the temperature of all guests of the lodge. Ensure anyone with elevated temperature is also treated as potentially COVID positive.
- Notify the Office Manager (Lee-Ann on 0499 047 077) or President (Colin on 0414 146 448) of a potential COVID infection within the lodge
- All other guests in the lodge who are close contacts of the suspected case will need to enter self-isolation (anyone who is not a close contact does not need to isolate.) Seek advice from the COVID helpline as to whether it is permissible for anyone who needs to be in isolation to travel to their home to complete their isolation period. If they can travel facilitate them getting out of the lodge and immediately initiate a deep clean of all public areas and the bedroom that they had used
- If the lodge will have guests who are suspected or confirmed of having COVID, and guests who are not suspected or confirmed, additional control measures will need to be put in place to manage the risk of cross infection:
  - If possible, reshuffle the accommodation to move all people with symptoms to the lower level of the lodge, if space allows move all guests without symptoms to the upper level. Ensure rooms are suitably disinfected before people enter new bedrooms
  - Repurpose both bathrooms to be unisex, ensure that anyone with symptoms uses the lower level bathroom only, and anyone without symptoms uses the upper level bathroom only. Ensure guests disinfect hand basins, taps and bench tops between each bathroom use
  - Ensure regular updates are provided to the Office Manager

**Scenario 2 - A member or guest who has stayed in the lodge develops symptoms or tests positive after being at the lodge**

Management of this scenario will be triggered by the NSW Government Health Authorities. It is likely that they will contact RASCAL to seek information around who has been in the lodge. Please provide the contact details of the Office Manager to the case manager.

**Reference Information:**

NSW Health self isolation guidelines for people suspected to have COVID- 19 infection - <https://www.health.nsw.gov.au/Infectious/factsheets/Pages/advice-for-suspected.aspx>

NSW Health self isolation guidelines for people confirmed to have COVID- 19 infection - <https://www.health.nsw.gov.au/Infectious/factsheets/Pages/advice-for-confirmed.aspx>

NSW Health self isolation guidelines for close contacts  
<https://www.health.nsw.gov.au/Infectious/factsheets/Pages/advice-for-contacts.aspx>