



# RASCAL Inc. COVID-19 Response and Management Plan

V4 – 05 Feb 2021

## Summary:

COVID-19 continues to evolve. The NSW Governments response to COVID has changed in accordance with the current level of risk. The Committee continues to monitor the NSW Government requirements for an accommodation facility and to ensure that our response complies with the minimum requirements, and provides any additional protections that the committee believes are required to protect our members and 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 its members and guests to meet our obligations post using the lodge
- Understanding how a change in any government mandates will be managed.

Based on the current level of restrictions we are able to return to the normal casual booking system with some additional requirements:

## Contact tracing

- RASCAL Inc., is registered as a COVID safe business. It is required to maintain contract tracing.
- RASCAL has been issued a unique NSW Government COVID Safe QR code. Any person entering the lodge will need to register their attendance using this QR Code via the Service NSW app. The check-in barcode is positioned at the entry of the lodge main door from the carpark.
- All guests are required to:
  - Check in Daily using the QR code to ensure accurate record keeping of members and guests for safety reasons.
  - Adult members will need to ensure that any guests or children under their booking are compliant with this requirement

## Linen

RASCAL will no longer provide bed linen including doonas, covers, pillows, or pillow slips during Covid. All members and guests must bring their own linen.

- RASCAL will continue to provide mattress protectors. Mattress protectors will not be washed between each use. Spare mattress protectors are available for those wanting to change their protectors. The person changing the protector will need to launder the removed protector during their stay
- Tea towels are for single use. Tea towel usage will need to be coordinated amongst the guests, including washing and drying.

## Additional Cleaning

- Members are required to assist with cleaning by carrying out additional cleaning including but not limited to the wiping down of high use surfaces, light switches, door handles, stair rails, bathroom areas, taps, hotplates and tables regularly to eliminate the possibility of any cross infection.

## **Risk**

RASCAL depends heavily on the cooperation of members and its guests to keep the lodge COVID free particularly as it does not have a full-time lodge manager.

RASCAL is required to comply with Commonwealth and NSW Government laws at all times in relation to COVID safety.

All members and guests are required to sign a waiver acknowledging the risks and their responsibilities.

It is accepted by members and guests that as COVID continues to evolve, it may be necessary to update the COVID response plan to reflect the current requirements.

The Office Manager will provide you with the current RASCAL COVID guidelines prior to your arrival

## **Wellness:**

To minimise the risk of members and guests to being exposed to COVID whilst they are guests at the lodge, the following guidelines are to be adhered to:

- All occupants of the lodge are expected to self-assess their own risk associated with contracting COVID-19.
- RASCAL encourages anyone who has been identified as high-risk 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 and/or receive medical clearance prior to being allowed to access the lodge.
- No person who either resides in, or has been in a recognised COVID hotspot in the past 14 days may enter 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
- In the event of a suspected or known exposure to COVID-19, the COVID Exposure management plan in Appendix 1 will be implemented.

## **Whilst staying at the lodge:**

### **Sanitation and Cleaning**

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

When you are provided with your booking information you will be given a window during which you will need to be out of the lodge for up to 3 hours to allow the cleaners to gain access to the lodge. If anyone remains in the lodge during this time, the cleaners will not enter or clean the lodge and RASCAL will still be charged. Any additional costs incurred due to members not adhering to this requirement will be passed on.

The cleaners are only cleaning communal spaces within the lodge and will not be entering the bedrooms, hence all cleaning within the bedrooms will need to be performed by the lodge occupants.

Under the casual booking system there is a reasonable chance that the lodge will not have been cleaned prior to your arrival. This requires you to ensure the area is clean.

- Lodge occupants will need to work together to ensure that all high touch hard surfaces are wiped down with the supplied surface disinfectant at least once a day. This includes:
  - all communal areas
  - all high touch surfaces within the bathrooms and toilet
- Wipe down all hard surfaces in your bedroom before checking in to the room. Wipe down areas you are using in the bathrooms and toilets before use.
- 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.

### **Checking out**

- The following additional measures will need to be completed
  - All hard surfaces in bedrooms will need to be wiped down with the supplied surface disinfectant.
  - Remove any rubbish from the bedroom.
  - Vacuuming the bedroom floor

**Additional General Responsibilities:**

As RASCAL does not have a full-time on-site lodge manager, we are reliant on the membership to support us in the implementation of the plan and management of the risk. Beyond the normal requirements of communal living in the RASCAL lodge, we require that all members and their guests assist us to:

- Ensure that all lodge occupants are checked in using the QR code at a minimum frequency of daily. Assist anyone who is having difficulty in checking in. Report anyone who is not checking in to the Office Manager or President
- 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.
- 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 (Angela 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 will be 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. The information provided by RASCAL to support our registration as a COVID safe business and information gathered using the QR code check-in should form the basis of their investigation. If you are contacted by the Committee or Office Manager, you will be required to assist the club to gather any additional information required.

### **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>