



# **CANBERRA ALPINE CLUB**

## **COVID-19 Management Plan**

**Version 4.2 – 13 June 2023**

## Contents

1.	Review Schedule .....	3
2.	Aim of the Plan.....	4
3.	Summary .....	4
4.	Part A – Lodge Operations and Booking Rules .....	4
4.1	Lodge Risk Assessment .....	4
4.2	Lodge Entry conditions.....	4
4.3	Restrictions on staying at or visiting lodges.....	4
4.4	Additional Booking Conditions.....	5
4.5	Day Visitors.....	5
4.6	Operational Rules .....	5
4.7	Sanitation and cleaning.....	6
4.8	Work Parties.....	6
4.9	Club Events.....	6
5.	Part B Covid Incident Responses .....	6
5.1	COVID-19 Definitions and Legal obligations .....	6
5.2	COVID-19 Incident Responses.....	7
5.3	Self-isolation guidelines .....	7
6.	Communications .....	7
	Attachment A – Risk assessment – Perisher and Jindabyne Lodges .....	8
	Attachment B – Risk assessment – Work parties and social events .....	12
	Attachment C – Key Contact list .....	13

1. **Review Schedule**

Review date	Version	Author/s	Changes
04/04/2020 to 14/06/2020	V0.01 to V0.14		Initial Draft / Revisions
15/06/2020	V1.0		Approved version for “active” release
07/06/2021	V2.0		Updated for 2021 Winter season
01/02/2022	V3.0		Updated version following NSW and ACT relaxation of restrictions
03/03/2022	V3.1		Updated version following SLOPES legal advice
11/04/2022	V3.2		Removal of covid acknowledgement requirement form and separate bedroom booking rule.
20/06/2022	V3.3		Updated for 2022 Winter season
5/07/22	V3.4		Committee approval no longer required for unaccompanied guest bookings. Other updates dealing with testing, staying at lodges, notifying incoming guests and rearranging bookings.
13/6/2023	V4.2		Updated following abolishment of all government Covid regulations.

## 2. **Aim of the Plan**

To detail the Club's policies and responses to any Covid-19 incidents. Policies and decisions about club activities and lodge availability will be balanced against the need for the safety of members, guests, visitors and staff. The health and wellbeing of all our members, guests, visitors and staff is paramount and, as such, they are all required to comply with all relevant directions and conditions in this COVID-19 Management Plan (the Plan).

In accordance with General Rule 1.2 of the CAC Bylaws, the Plan takes precedence over the [By-laws](#) to the extent of any inconsistencies.

This Plan has been developed as a living document and will be amended as conditions and regulations change.

Throughout this plan, "guest" is used to refer to anyone staying at a Club lodge, whether a member or a guest.

While this Plan's focus is on COVID-19, it is also relevant to other infectious diseases, pandemics or other emergency situations.

## 3. **Summary**

This Plan is divided into two sections:

- Part A – Lodge operations and booking rules
- Part B – Covid and infectious disease incident responses

## 4. **Part A – Lodge Operations and Booking Rules**

### 4.1 **Lodge Risk Assessment**

A Risk Assessment has been conducted on each lodge (Perisher and Jindabyne) to identify the risks faced by the Club and determine the necessary preparations.

Refer to [Attachment A: Risk Assessment – Perisher and Jindabyne Lodges](#)

**Members and guests must comply with all relevant government regulations in place at the time of their visit.** This is particularly important in the lodge common areas.

### 4.2 **Lodge Entry conditions**

The following conditions will apply to all lodge entries:

- Masks are optional. However, all guests are strongly encouraged to bring a sufficient supply of masks, should they be required in the instance of a positive case.
- No proof of vaccination required.
- No requirement for providing negative PCR or RAT results. However, all guests are strongly encouraged to take a test before traveling to the lodges and bring a sufficient supply of testing kits when staying at the lodges.

### 4.3 **Restrictions on staying at or visiting lodges**

Members and guests may **not** use a Club lodge as a place of residence during a lockdown or stay at home order. A member, guest, or day visitor (including tradesmen) may not stay at or visit a lodge in any of the following circumstances. In any of these cases, their booking (where applicable) must be cancelled and they will receive a credit or refund as per the normal cancellation policy. As per By-laws booking rule 12.5, refunds will be held as credit by default.

- They have returned a Positive RAT or PCR test in the seven days prior to their booking.
- They are unwell with COVID-19 symptoms.

Bookings that are cancelled by the Committee (or the Admin Officer on behalf of the Committee) will receive a full credit or refund.

If members plan to cancel a booking, this should be done as early as possible to allow others to use the accommodation where possible.

#### **4.4 Additional Booking Conditions**

As specified in General Rule 1.2 of the Club By-laws, bookings are subject to the restrictions and conditions contained in this Plan, which are in addition to existing By-laws. Based on the current government regulations and advice, the following conditions apply:

- People staying or visiting a Club lodge are expected to take responsibility for assessing their own risk of acquiring COVID-19.
- The Club will not be liable for any health costs that a member and guest may incur as a result of staying at a lodge.
- All members and guests are required to obey any Club directions during any COVID-19 incidents.
- Members and guests are required to comply with Committee or Health authority directions, especially a direction to stay within or leave the lodge.
- All bookings (and booking changes) must be received no later than 10am the day the booking commences, unless approved by the Club Administration Officer.
- All members and guests staying in a lodge are encouraged to get vaccinated for seasonal flu and COVID-19.

#### **4.5 Day Visitors**

Day visitors (including tradesmen) are allowed at a lodge without prior authorisation provided they comply with all relevant policies and regulations.

#### **4.6 Operational Rules**

- a) All guests and visitors are encouraged to comply with all applicable social distance requirements, mask requirements, hand and sneeze / cough hygiene requirements and cleaning and disinfecting requirements.
- b) Guests must use only their assigned bedroom/s. Nobody is allowed to use a vacant room.
- c) The Lodge Manager and Party Leader have authority to request guests to leave the Lodge in the circumstances outlined in the Plan.

#### **4.7 Sanitation and cleaning**

All areas used by any suspected or confirmed case of COVID-19 should be cleaned and disinfected. Party leaders may request guests to assist with this task.

For hard surfaces, either:

- use detergent and water for cleaning followed by disinfectant solution (2-step clean)
- use a combined detergent and disinfectant solution (2-in-1 clean).

Specialist or commercial cleaning is not required.

The Perisher Lodge Managers, Administration Officer and members with Party Leader responsibilities should have an understanding of infection control procedures.

#### **4.8 Work Parties**

Work parties will need to comply with all COVID-19 requirements, refer to [Attachment B – Risk Assessment Work Parties and Social Events](#).

#### **4.9 Club Events**

With Committee approval, face to face social events and snowsports events may be organised according to social distancing and gathering restrictions applicable at the time.

Social events will need to comply with all COVID-19 requirements, refer to [Attachment B – Risk Assessment Work Parties and Social Events](#).

### **5. Part B Covid Incident Responses**

#### **5.1 COVID-19 Definitions and Legal obligations**

There are several feasible scenarios for a COVID-19 incident to occur within a Club lodge. It is very important in dealing with any scenario that all guests (this term describes all people staying at or visiting the lodge) are open and communicate their physical condition to their fellow guests, as it needs to be a relationship of trust.

Guests are required to notify the Lodge Manager, Party Leader or Administration Officer if they test positive to COVID-19 while staying at a Club lodge. Guests are also required to notify other guests who they have spent time with in the 2 days before they started experiencing symptoms and/or tested positive.

The Lodge Manager, Party Leader or Administration Officer should advise other guests that there has been a positive case in the lodge. The Lodge Manager, Party Leader or Administration Officer should only identify a positive case where it is relevant. The Lodge Manager, Party Leader or Administration Officer should not identify a positive case if the positive case has asked not to be identified, noting that the positive case may still have an obligation to notify other guests.

For any incident, directions or advice given by Government or medical officials will take precedence over the procedures provided in this Plan.

**In the event that a person staying at the lodge returns a positive RAT or PCR result then all other guests at the lodge must assess their risk level and take appropriate action, according to NSW Health guidelines at <https://www.nsw.gov.au/covid-19/management/people-exposed-to-covid>.**

## 5.2 COVID-19 Incident Responses

The Guest or Party Leader should contact the Administration Officer or COVID Coordinator immediately a positive case has been identified within a lodge.

## 5.3 Self-isolation guidelines

Self-isolation at a Club lodge is **not** permitted as a general principle but may be necessary for short periods of time while transport is arranged. If a member or set of members must self-isolate temporarily approval from the Committee should be obtained and (where not contradictory) the following guidelines should be followed.

- **All** guests at the lodges should minimise contact with others in the lodge. Remain in rooms as much as practical.
- Self-isolating guests must confine themselves to their room at all times unless absolutely unavoidable. If they must leave their room, a mask **must** be worn, and other guests must be avoided.
- Non-affected guests should assist in preparing meals for self-isolating guests (or accepting deliveries of take-away food), with contactless delivery to rooms.
- Affected guests by preference should be in an ensuite room, and if feasible rooms may be rearranged to facilitate this.
- If affected guests are unable to be accommodated in an ensuite room, the closest bathroom should be allocated solely for the use of the affected guests, and clearly marked as such.
- Self-isolation at a lodge beyond the period necessary for test results to be obtained and/or transport to be arranged is only permitted with Committee approval, on the advice of health authorities.

## 6. Communications

This Plan will be published on the CAC website, stored in a prominent and easy to access location within each lodge. Notifications of any updates to the Plan will be provided in Skimail, Facebook and Frozen Acres.

**Attachment A – Risk assessment – Perisher and Jindabyne Lodges**

**Risk Register – Canberra Alpine Club**

Safety Risk: Canberra Alpine Club Lodges	Assessor: Club COVID-19 Officer	Date of assessment: 22/01/2023
Locations: 6 Flame Robin Place Perisher Valley 3 Banjo Paterson Crescent Jindabyne	Date of Event: Winter and summer usage	

Hazard	From Risk Assessment Matrix			What are the current controls?	What further controls are required?	How will controls be implemented?	Level of Risk, after new controls
	What is the Harm that may occur?	Likelihood that the harm would occur?	What is the level of Risk?				
Infectious disease (including COVID-19) – <b>Lodge Managers and Volunteers WHS</b>	<b>Minor</b> Infection may spread to others	<b>Possible</b> Might occur at some time	<b>Medium Risk</b>	- Detailed COVID Plan (attached) to be implemented for 2023. - - Access to the Perisher Managers flat is banned for Club members and guests. - Perisher Lodge Managers' exposure to the members and guests is limited to essential duties as deemed necessary in the COVID-19 Management Plan. - Perisher Lodge Managers are requested not to have	- Continually review current controls and implement any new controls as determined by the Committee.	1. Lodge Managers, Party Leaders and Guests are familiar with the COVID-19 Management Plan - they implement controls as outlined in the Plan. Respond to updates and implement any new controls. Committee has oversight and responds where necessary. 2. Perisher Lodge Managers have Committee authority to expel any user or visitor from the Perisher Lodge if they fail to or refuse to follow the controls or directions given by the Perisher Lodge Managers. 3. All COVID related controls and decisions will be made jointly by the Lodge Managers and Committee.	<b>Medium Risk</b>



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Hazard	From Risk Assessment Matrix			What are the current controls?	What further controls are required?	How will controls be implemented?	Level of Risk, after new controls
	What is the Harm that may occur?	Likelihood that the harm would occur?	What is the level of Risk?				
				face-to-face contact with the members and guests unless required and they feel safe. - Hygiene protocols and physical distancing are carried out by Perisher Lodge Managers, members, guests and contractors/suppliers.		4. The Perisher Lodge Managers to only have essential contact with guests. Socialising is not recommended.	
Infectious disease (COVID-19) - <b>Incident</b>	<b>Minor</b> Infection may spread to others	<b>Possible</b> Might occur at some time	<b>Medium Risk</b>	- Detailed COVID Plan to be implemented for 2023. Highlights: - Perisher Lodge Managers are required to be tested for COVID-19 if they experience any flu-like symptoms or if they have a confirmed exposure to COVID-19. They may self-quarantine in the Perisher Lodge Flat for the necessary time.	- Continually monitor changes in Government regulations and adjust operating practices, as necessary. - Seek Health authority's advice and follow their instructions. - Clean of the lodges according to COVID-19 requirements, if necessary. - Perisher Lodge Managers may need to vacate the Perisher Lodge and return to their homes. - Identify/train back-up Manager/s.	1. The Lodge Managers, Committee and Party Leaders are briefed on the COVID-19 Management Plan and implement controls as outlined in the Plan. Regularly review, update, and implement any new controls. Committee to have oversight and respond where necessary. 2. Perisher Lodge Managers to monitor their own health and check for symptoms. Be tested for COVID-19 and follow self-quarantine instructions. 3. Committee and Perisher Lodge Managers to quickly respond to a notification of an incident and coordinate responses as outlined in the COVID-19 Management Plan.	<b>Medium Risk</b>
Risk Review (To be conducted Pre, During & Post activity)							
<ul style="list-style-type: none"> <li>Are the risk control measures (for each hazard) working effectively in both their design and operation?</li> </ul>							

Canberra Alpine Club - COVID-19 Management Plan V4.2 (June 2023)

From Risk Assessment Matrix							
Hazard	What is the Harm that may occur?	Likelihood that the harm would occur?	What is the level of Risk?	What are the current controls?	What further controls are required?	How will controls be implemented?	Level of Risk, after new controls
<ul style="list-style-type: none"> <li>• Have the risk control measures (for each hazard) introduced new problems?</li> <li>• Have all hazards been identified?</li> <li>• Are safety procedures (for each hazard) being followed?</li> <li>• Has instruction and training provided to workers and volunteers on how to work safely been successful?</li> <li>• Are workers and volunteers aware of and implementing all safety practices?</li> </ul>							

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Use the matrix below to determine the harm, likelihood and level of risk as described in the risk register previous.

	Consequences →				
Likelihood ↓	Insignificant No injuries/ near miss	Minor First-aid treatment/ on-site, release immediate	Moderate Medical treatment needed, contained with outside assistance	Major Extensive injuries,	Disastrous Death or Permanent Disablement
<b>Almost Certain</b> Is expected to occur in most situations	H	H	E	E	E
<b>Likely</b> Will probably occur in most circumstances	M	H	H	E	E
<b>Possible</b> Might occur at some time	L	M	H	E	E
<b>Unlikely</b> Could occur at some time	L	L	M	H	E
<b>Rare</b> May occur only under exceptional circumstances	L	L	M	H	H

Key: L – low risk, manage by routine procedures  
M – moderate risk, management responsibility must be specified  
H – high risk, management attention needed  
E – extreme risk, immediate action required

**Attachment B – Risk assessment – Work parties and social events**

		CAC Work Party		Risk Assessment for COVID-19 Considerations			
		(From Risk Assessment Matrix)		PC 21/01/2023			
Job	COVID Hazard	What is the Harm that may occur?	Likelihood that the harm would occur?	What is the level of Risk?	What controls are required?	How will controls be implemented?	Level of Risk, after controls
- Internal Maintenance  - External Maintenance  - Gardening	Infectious Illness (including COVID-19)	<b>Minor</b> Infection may spread to others	<b>Possible</b> Might occur at some time	<b>Medium Risk</b>	Adherence to current COVID-19 controls (COVID-19 Management Plan):  - Hand sanitiser readily available.  - PPE to be used where necessary and practical.	1. Discuss implementation of individual application of COVID controls, i.e. PPE (mask, eyewear, gloves) and hygiene.  2. Adherence to social distancing where possible  3. Limit sharing of equipment.  4. Where equipment must be shared, clean/sanitise hands and equipment.	<b>Medium Risk</b>
Social events	Infectious Illness (including COVID-19)	<b>Minor</b> Infection may spread to others	<b>Possible</b> Might occur at some time	<b>Medium Risk</b>	As above.	Adherence to social distancing where possible  Where equipment must be shared, clean/sanitise hands and equipment.	<b>Medium Risk</b>

## Attachment C – Key Contact list

Organisation	Role	Contact Name	Phone/Mobile number
CAC	COVID-19 Officer		
CAC	President		
CAC	Admin Officer		
CAC	Vice President		
CAC	Vice President		
NSW Health	General health advice		1800 022 222
Perisher Medical Centre	Local GP Service (Winter only)		02 6457 5266
Jindabyne Medical Practice	Local GP Service		02 6457 1221
NPWS Environment Authority	To report incident		02 6450 5600