

**Talara Ski Club**  
Thredbo Village

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***Thredbo***  
***COVID Safe Plan***

*22 November 2020*

<b>Document Control</b>				
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### **Disclaimer**

This document has been prepared as a general guide for the management of the risks associated with the potential transmission of the COVID-19 virus. It is not intended as, nor should it be construed as constituting, a means to eliminate the risk of COVID transmission/infection. Each premises and its management are unique and will require a specifically tailored approach to managing COVID-19 transmission risks. While it is based upon current government directions and guidelines for the management of COVID-19 risks, such directions and guidelines may change and consequently impact the measures implemented in this plan.

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# 1 Introduction

## 1.1 Purpose

The Directors of Talara Ski Club (**Directors**) are aware of the risks of COVID-19 and its duty of care in relation to the use of the **Talara Ski Club** (the **Lodge**) during the COVID-19 pandemic, and the health and safety of those staying in the premises. They will strive, as far as is practicable and reasonable, to ensure the Lodge is used and occupied in accordance with current government directions and policy and guidelines.

This COVID Safe Plan sets out the intended use of, and restrictions for, the Lodge during the COVID-19 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 complies with the restrictions in force in NSW as at the date of this document, and has been informed by the NSW Health safety plan checklists, various guidelines issued by other relevant State and Federal government bodies such as NSW Health, Safe Work Australia, NSW National Parks and Wildlife Service (**NPWS**) (the authority controlling the Snowy Mountains National Park and head lessor) and also Kosciuszko Thredbo Pty Ltd (the **Resort Operator**, the operator of Thredbo resort (the **Resort**)).

On 21 May 2020, 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 as a condition of staying at the Lodge. Non-compliance will be treated seriously by the Directors and investigated. Sanctions will be considered, where appropriate, following such investigations.

## 1.2 Risk Management Response

Given COVID-19 is a significant health risk to the community and individuals, it is advisable to address these risks in a methodical fashion. This may be facilitated using a risk management approach to identify the specific risks for each premises, and to develop strategies to minimize infection and transmission risk. Appendix A sets out Talara’s risk management response and a detailed action plan for the safe use and occupation of the Lodge.

## 1.3 Ongoing actions and monitoring

The COVID-19 pandemic is an evolving situation with rapidly changing rules and requirements. The Directors will be regularly monitoring official NSW Health information regarding the pandemic and will be responding accordingly.

The Club will take appropriate action where circumstances change, including where:

- There is a COVID-19 infection within the Lodge or a guest of the Lodge is unwell with symptoms consistent with COVID-19.
- Restrictions on the use of the Resort change, or the Resort is closed.
- Government health guidelines or rules change.

- Government or NPWS makes a direction, or there is a decision by a Resort Operator to modify or cease operations at the Resort.

Please ensure you check the Talara website ([www.talara.com.au](http://www.talara.com.au)) immediately prior to your travel for any changes to arrangements at the Lodge as a consequence of new Government directions and/or guidelines. The Club is monitoring the situation as regularly as possible and will update the website with any changes. The Club also encourages members to read the Thredbo resort COVID-19 updates for information regarding the Resort and how it will function. (<https://www.thredbo.com.au/about-thredbo/covid-19-update/>). The Club will endeavour to notify Members of any impact or changed circumstances on the use of the Lodge to enable them to make their own assessment about staying at the Lodge based on the potential risks at the time. The decision to stay at the Lodge is the responsibility of members and their guests.

The Directors will make members and guests aware of the existence of this Plan and place the current version of the Plan on its website.

#### **1.4 Roles and Responsibilities**

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

- **Directors:** setting policy in relation to the Club's COVID-19 response, oversight of the use and restrictions relating to the Lodge, dealing with and resolving COVID-19 infections and suspected infections, liaison with relevant government authorities, provision of information to members on relevant issues, organizing Lodge cleaning in accordance with NSW Health guidelines and the COVID-19 Plan.
- **Lodge Captain:** for ensuring compliance with the COVID-19 Safe Plan, acting on possible and actual infections, updating the Directors on the supply of sanitizing items, reporting of COVID-19 infections in to Directors, organizing Lodge cleaning in accordance with NSW Health guidelines and the COVID-19 Plan, acting on instructions of the Directors, ensuring guests have checked-in for the purpose of contact tracing.
- **Booking Manager:** issuing COVID-19 guidelines to each booking party/Member, restricting booking numbers in accordance with current state government restrictions, appointment and briefing of a Lodge Captain.
- **Members/Guests:** compliance with the COVID-19 Safe Plan, immediate reporting of possible or actual infections to the Lodge Captain, implementing hygiene and cleanliness measures as recommended by NSW Health and required by this plan. Encouraging other guests/members to comply with the Covid-19 Safe Plan during their stay at the Lodge including reminding other guests/members to practice social distancing.

Each group/Member must understand the roles, responsibilities and reporting lines associated with the Lodge and assist the Lodge Captain as required by the COVID-19 Safe Plan.

#### **1.5 COVID-19 Contact Tracing Application**

The Federal Government has developed a downloadable mobile phone 'app' for the purpose of COVID-19 contact tracing. The Directors highly recommend members and their guests download and utilize this app.

### **1.6 Record Keeping**

The NSW government requires Talara, as a part of our COVID-19 Safe Plan, to keep the name and mobile number (or email address) for all guests and contractors for a period of at least 28 days after their attendance at the Lodge. Guests and members will be required to provide their contact details prior to their stay at the Lodge (see Annexure C). They must ensure they notify the Club Manager or the Lodge Manager if those details change. Guests and members will be required to check-in and check-out when staying at the Lodge using the Service NSW QR app, installed on their mobile phone.

### **1.7 Supporting documentation**

The following provides further detail on specific requirements:

- Risk Management Response and Action Plan (**Appendix A**).
- Cleaning guidelines (**Appendix B**)
- Member and Guest Declaration, waiver and contact details (for the signature of every member/guest)(**Appendix C**)

## 2 Use and Occupation of Lodge

### 2.1 General requirements

There are numerous guidelines and resources issued by NSW Health and other Government departments, including Safe Work Australia, in relation to the COVID-19. The following are based on these resources for the reduction of transmission risk:

- Practice good hygiene (see websites below).
- Cover your mouth when coughing and sneezing.
- Wash your hands with soap and water.
- Wash or wipe down surfaces.
- Use alcohol-based hand sanitisers.
- If you are sick stay at home (self-isolate)
- Minimise physical contact and keep 1.5 metres away from others wherever possible.
- Signage at entrances and at key points through Lodge regarding hygiene and social distancing and displaying COVID-19 maximum occupancy.

There are sanitising stations installed strategically around the Lodge to assist Members and their guests to comply with these requirements. Appendix B outlines a general cleaning checklist for the Lodge. This is not exhaustive and is a guide only.

We also recommend the following useful resources:

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>

<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

### 2.2 Restrictions on attendance at Talara Ski Club

A Member or their guest/s will not be permitted to attend the Lodge if:

- They are currently infected with COVID-19 or have recently been infected with COVID-19 and do not have a letter signed by a medical practitioner confirming they are no longer positive for the COVID-19 virus.
- They have returned from a COVID-19 hotspot within 14 days of visiting the Lodge.
- They are subject to a government public health quarantine notice, self-isolation notice or similar.
- They have had known contact in the last 14 days with a person who had a confirmed case of COVID-19.
- They have had known contact in the last 14 days with a person who is suspected to have COVID-19 but is yet to receive their COVID-19 test result.
- They have had a COVID-19 test in the last 14 days and are still waiting on the results of the test.
- They are unwell with flu-like symptoms such as a cough, sore throat, runny nose, shortness of breath or fever.
- They have a temperature higher than 37.5 degrees.

A medical practitioner's certificate will be required to confirm a negative test result if the above applies. Members and guests are required to complete a COVID-19 Declaration, Waiver and contact details for the purposes of contact tracing (see Appendix C) at the time of booking. Clearance to stay at the Lodge is at the discretion of the Directors. If a Member or their guests stay at the Lodge contrary to the above restrictions, the Club will investigate the breach and will consider sanctions. The Member or guest may also be subject to investigation by NSW Health and to penalties under the Public Health Act 2010 (NSW).

### **2.3 Use and Occupation of Lodge**

Due to various Government restrictions and guidelines, the use of the Lodge during the COVID-19 pandemic will change in the following ways:

- There will be a restriction on the number of people using the Lodge at any one time (subject to government direction).
- There will be restrictions as to how internal spaces may be used.
- There will be a greater focus on continuous cleaning and hygiene.
- There will be no shared board games or playing cards provided by the Lodge.
- There will be protocols in place in the event a Member or guest tests positive for COVID-19 whilst at the Lodge, or if they display COVID-19 like symptoms.
- Members and their guests are requested to limit food preparation time and bring pre-prepared meals that require limited assembly.
- No early check-in will be possible.
- No changing of rooms from your allocated room will be possible, even if a room is empty during your stay.
- Check out of rooms by 9am and out of the Lodge by 10 am on the day of departure.

### **2.4 Numbers staying at the Lodge**

The Government has directed, for accommodation providers and other similar undertakings, a minimum of 4 square metres is required for each person (typically in dining areas but this requirement can be imposed for other communal areas) (the **four square metre rule**). The following table sets out how this will be applied to the Lodge.

<b>Location</b>	<b>Area</b>	<b>Maximum permitted occupancy at any one time</b>
Dining area	50m <sup>2</sup>	12.5
Lounge	30m <sup>2</sup>	7.5
Kitchen	20m <sup>2</sup>	4
Back corridor & laundry	10m <sup>2</sup>	4
Drying room	9m <sup>2</sup>	1
Foyer / Ski room	16m <sup>2</sup>	4
Entrance hall	7m <sup>2</sup>	1

The Lodge is licensed to accommodate no more than **28 persons** at any one time. The above table clearly indicates that compliance with the four square metre rule necessitates restricting the number of guests and visitors at the Lodge. Occupancy will be capped at 20 persons to ensure compliance with the four square metre rule can be maintained. This allows 20 guests in the downstairs living areas at one time and maintains social distance.

Our maximum occupancy under these restrictions will be displayed on signage at the entrance of the Lodge as well as the conditions of entry to the Lodge. In addition, people who are not from the same household should maintain a distance of 1.5metres from each other wherever possible.

### **2.5 Lodge cleaning**

In addition to the weekly externally contracted cleaning company, cleaning will be the responsibility of the Members and their guests. There will be a specific COVID-19 cleaning schedule implemented. The checklist in Appendix B provides guidance on the COVID-19 cleaning and disinfecting policy for the Lodge (this is not exhaustive).

*Cleaning* is defined as physically removing germs, dirt and organic matter from surfaces.

*Disinfecting* is defined as using chemicals to kill germs on surfaces.

## **2.6 Actions in the event of a COVID contamination or suspected contamination in Lodge Confirmed positive COVID-19 case**

If a person staying in the Lodge has a confirmed positive test for COVID-19, the following protocol will be followed:

- The person (or their guardian) must notify the Lodge Captain without delay and must follow the directives of the Lodge Captain.
- The Lodge Captain will immediately notify the Bookings Manager.
- The Bookings Manager will immediately notify NSW Health and will follow the advice and direction of NSW Health.
- The person and their close contacts will immediately be isolated and then transferred to suitable premises/accommodation/hospital in accordance with NSW Health instructions.
- The Lodge will be shut down as soon as possible and all Members and their guests will be required to vacate the premises. All Members and guests will be advised to self-isolate and undergo testing as soon as this is practicable.
- The Bookings Manager will inform NPWS of the COVID-19 case.
- The Bookings Manager will inform Kosciusko Thredbo Pty Ltd of the COVID-19 case.
- The Bookings Manager will notify SafeWork NSW (Tel: 131050).
- The Bookings Manager will organise a deep clean of the Lodge. No subsequent occupation of the lodge will be permitted until 48 hours after the deep cleaning.

### **Suspected COVID-19 case**

If a person has symptoms consistent with COVID-19 and the person has not yet had a positive test, the following protocol will be followed:

- The person who has symptoms consistent with COVID-19 will be advised to immediately get tested for COVID-19. There are the following COVID-19 testing centres in the area as follows:

COVID-19 Drive-Through Testing Clinic  
Old Community Health Centre, Bent Street, **Jindabyne**  
**1800 999 880 (Bookings are essential)**  
Opening Hours: 9am-1.30pm

COVID-19 testing centre  
Cooma Hospital and Health Service  
**Cooma**  
**1800 999 880 (Bookings are essential)**  
Opening hours: 9am-5pm 7 days per week

- The person will be advised to immediately place themselves in isolation in their bedroom until they have received the result of their COVID-19 test. Where the person is sharing a bedroom arrangements are to be made by the Lodge Captain for isolation of the suspected COVID-19 case. Room 8 will be available for these purposes, with access to the female bathroom (other females in the lodge will be required to use the male bathroom). If the unwell person is a minor their parent /guardian will be responsible for their care and the parent/guardian will also be required to isolate with the minor. Face masks will be available in the first aid kit.
- Additional cleaning will be carried out in the areas the person has accessed.
- The person may choose to vacate the Lodge prior to receiving the results of the COVID-19 test. In the event the person tests positive for COVID-19, NSW Health contact tracing will inform the Club and make contact with members and guests as necessary.
- The Bookings Manager will, in any case, follow up with the member or guest to confirm the results of the COVID test. If the test is positive, the Manager will immediately inform NSW Health and follow its direction and advice. The Bookings Manager will advise all members, guests and staff

who have occupied the Lodge during the week of the COVID-19 case and will follow the NSW Health protocols and the protocols set out above for a confirmed COVID-19 infection.

# ***Appendix A***

## ***Risk Management Response and Action Plan***

## Appendix A

### Risk Management Response and Action Plan

#### COVID-19 Pandemic Risk

COVID-19 is a specific risk to the operation of the Lodge. While there are numerous components of the risk (eg risk to health and safety, economic risk, legal risk, regulatory risk, etc) it is the key health and safety risks that are the focus of this analysis.

#### Key Questions

The key questions for the Club can be summarised as follows:

- What has the Club done to identify and assess how the disease might spread in the Lodge?
- What will be done to manage risks?
- What controls can we put in place to reduce the risk of entry and spread of the disease?
- Who might be involved or affected if an incident happens?
- Have we communicated with our members about ways to control the risks?
- How will we review and assess processes to manage risks of COVID-19?

Typically, a risk management plan proceeds through a process of analysis of the likelihood of the risks (frequency or probability) and the consequences of these risks playing out (the impact). The process then concludes with options for managing them and continuous review. Control measures decrease the level of risk, but they do not always eliminate it.

#### Preparing a risk management plan

The process of identifying, assessing and developing strategies to manage risks is known as risk management. By understanding potential risks, it will allow the Club to address risks specific to the COVID-19 pandemic

#### Risk Analysis

A risk analysis can be documented in a matrix, such as in the following tables.

**Table 1: Likelihood scale – COVID outbreak**

Level	Likelihood	Description
4	Very likely	None or one or two COVID occurs in the resort area
3	Likely	Some cases occur, very little spread
2	Unlikely	A medium COVID outbreak occurs, smaller infection spread
1	Very unlikely	A large COVID outbreak occurs in the resort, widespread infection

**Table 2: Consequences scale – COVID within the Lodge**

Level	Consequence	Description
4	Severe	Significant infection potential within Lodge
3	High	High level infection potential within Lodge
2	Moderate	Moderate level infection potential
1	Low	Very low level of infection

Assessing the potential impact on members and guests from a COVID-19 infection is complex in that age, current health and underlying disease all affect outcomes and there is still much to be understood about COVID-19 and how it spreads. In view of these unknown factors a conservative approach has been adopted to address the risk.

## Evaluating risks

Evaluating a risk means making a decision about its severity and ways to manage it. This process uses the following formula:

- Risk Severity Rating = likelihood x consequences

This provides an overall score that can then inform the risk process.

**Table 3: Risk rating table - COVID**

Risk rating	Description	Action
12-16	Severe	Needs immediate and significant corrective action
8-12	High	Needs immediate corrective action
4-8	Moderate	Needs moderate corrective action
1-4	Low	Needs a low level of corrective action

While there is a certain amount of subjectivity in this process, it does provide a framework for action. In terms of the overall risk rate for Lodge, the following scores have been determined:

- **Likelihood** – score of 3 because it must be assumed that if an infection occurs in the Resort it is very unlikely to be confined to 1 or 2 cases, as has been seen in overseas ski resorts where there were COVID-19 clusters.
- **Consequences** – score of 3 because if a COVID-19 infection is introduced into the Lodge it has potential to rapidly spread due to shared facilities and social proximity. In addition, the Club has no control over managing the risk within the Resort or with respect to a person from the Lodge infecting others in the Resort.

Therefore, on the basis of this broad analysis, the risk rate would be 9 (3 x 3), which represents a high risk rating. A conservative approach involving timely and appropriate action is therefore required.

## Response to COVID Risk

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

The key strategies that have been identified from the analysis and a review of Government directions and guidelines include:

- Promoting good hygiene within the Lodge to achieve infection prevention and control, including increasing available sanitizing facilities.
- Managing numbers within the Lodge in accordance with NSW Government directions and guidelines for social distancing.
- Keeping a record of the name and telephone numbers of members/guests and contractors attending the Lodge for the purposes of contact tracing and retaining those records safely and securely for a period of at least 28 days.
- Implementing good cleaning protocols in accordance with NSW Health recommendations.

- Implementing protocols for COVID-19 outbreaks within the Lodge or suspected COVID-19 infections.
- Ensuring Club members and their guests are made aware of the risks and requirements.
- Provision of information and training on COVID-19 to staff of the Lodge including when to get tested, physical distancing and cleaning. Ensuring staff are made aware of their leave entitlements if they are sick or required to self-isolate.
- Ensuring all members and their guests are made aware of the COVIDSafe app and the benefits of the app to support contact tracing.

Table 4 outlines a detailed Action Plan following on from the above analysis, specifying the risk/issue and the proposed action.

**Table 4: Thredbo COVID19 Action Plan**

<b>Strategy</b>	<b>What are the risks/issue</b>	<b>What actions to take</b>
<b>Promoting good hygiene and cleaning protocols within the Lodge to achieve infection prevention and control.</b>		
Entry to the Club	<ul style="list-style-type: none"> <li>● Guests entering with preexisting conditions.</li> <li>● Guests not social distancing or gathering outside the Lodge.</li> </ul>	<ul style="list-style-type: none"> <li>● QR check-in and positive confirmation that members and guests are symptom free and have no COVID-19 risk.</li> <li>● Name &amp; mobile phone numbers of all members, guests and contractors on entry.</li> <li>● Guests and staff made aware not to gather outside the Lodge.</li> <li>● Guests aware no visitors are allowed in the Lodge.</li> </ul>
Ski room/entry	<ul style="list-style-type: none"> <li>● Contamination when persons enter and touch surfaces, door handles, security lock</li> </ul>	<ul style="list-style-type: none"> <li>● Provide hand sanitizer station</li> <li>● 1 x daily cleaning/sanitizing</li> <li>● COVID safe signs displayed</li> <li>● Ensure social spacing &amp; restriction of numbers</li> </ul>
Dining room	<ul style="list-style-type: none"> <li>● High risk infection area due to communal eating.</li> <li>● Contamination when persons enter and touch surfaces, door handles, heaters, windows, tables, chairs</li> <li>● Social distancing constraints</li> </ul>	<ul style="list-style-type: none"> <li>● Provide hand sanitizer stations</li> <li>● Ensure social spacing &amp; restriction of numbers</li> <li>● Cleaning/sanitizing after each seating</li> <li>● COVID safe signs displayed</li> <li>● Promote physical distancing with signage</li> <li>● No communal condiments.</li> <li>● Guests remain seated where practicable.</li> <li>● Reduce contact or mingling between tables.</li> </ul>
Lounge room	<ul style="list-style-type: none"> <li>● High risk infection area due to communal seating.</li> <li>● Contamination when persons enter and touch surfaces, door handles, sit on seats</li> <li>● Social distancing constraints</li> </ul>	<ul style="list-style-type: none"> <li>● Provide hand sanitation stations</li> <li>● Hand washing notices required</li> <li>● COVID safe signs displayed.</li> <li>● Cleaning of all hard surfaces 1x per day.</li> <li>● Guests remain seated where practicable.</li> </ul>
Bedrooms	<ul style="list-style-type: none"> <li>● Infection transfer by pillows, linen doonas, blankets, heaters, windows.</li> </ul>	<ul style="list-style-type: none"> <li>● Cleaning/sanitizing after use.</li> <li>● Guests provide their own linen.</li> <li>● COVID safe signs displayed.</li> <li>● Commercial cleaning once a guest departs the Lodge.</li> </ul>
Bathrooms	<ul style="list-style-type: none"> <li>● Contamination when persons enter and touch surfaces, door handles,</li> </ul>	<ul style="list-style-type: none"> <li>● Cleaning/sanitizing after use</li> <li>● COVID safe signs displayed</li> </ul>

	sinks, shower facilities, heaters, windows	<ul style="list-style-type: none"> <li>• Cleaning of all hard surfaces 1x per day.</li> </ul>
General use areas	<ul style="list-style-type: none"> <li>• Contamination when persons enter and touch surfaces, door handles, heaters, windows</li> <li>• Door handles, railings</li> </ul>	<ul style="list-style-type: none"> <li>• Sanitation stations.</li> <li>• Hand washing notices required.</li> <li>• COVID safe signs displayed.</li> <li>• Cleaning of all hard surfaces 1x per day.</li> </ul>
Laundry	<ul style="list-style-type: none"> <li>• Contamination when persons enter and touch surfaces, door handles, sinks, washing machine, dryer, storage, heaters, windows</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning/sanitizing after every use</li> <li>• Hand washing notices required</li> <li>• COVID safe signs displayed</li> <li>• Cleaning of all hard surfaces 1x per day.</li> </ul>
Drying room	<ul style="list-style-type: none"> <li>• High risk infection area due to communal storage of ski clothes exposed to resort facilities that may be contaminated.</li> <li>• Contamination when persons enter and touch surfaces, door handles, heaters.</li> </ul>	<ul style="list-style-type: none"> <li>• Only one person is allowed in the drying room at a time unless they are of the same family.</li> <li>• Guests should hang clothes and ski gear together by room.</li> <li>• Cleaning of all hard surfaces 1x per day.</li> </ul>
General	<ul style="list-style-type: none"> <li>• Provide tools for guests to use to check and sanitize.</li> </ul>	<ul style="list-style-type: none"> <li>• Forehead thermometer in Lodge first aid kit.</li> <li>• Ensure adequate supplies of sanitation and hand wash are available.</li> </ul>
<b>Implementing good cleaning protocols in accordance with Government recommendations</b>		
General	<ul style="list-style-type: none"> <li>• Lack of understanding of hygiene needs and cleaning protocols.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide relevant guidelines for all persons</li> <li>• Require that members and guests follow guidelines</li> <li>• Install Government physical distancing posters in plain sight throughout the Lodge</li> </ul>
	<ul style="list-style-type: none"> <li>• Lack of suitable products/facilities for cleaning</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure sanitizing facilities are present in appropriate locations and provide signage</li> <li>• Ensure adequate supplies</li> </ul>
<b>Having a plan for any COVID outbreaks within the Lodge</b>		
	<ul style="list-style-type: none"> <li>• Lack of risk management approach</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure plan prepared, adopted, implemented and revised as needed</li> </ul>
	<ul style="list-style-type: none"> <li>• Lack of communication and accountability</li> </ul>	<ul style="list-style-type: none"> <li>• Define who, when and what for infection control</li> </ul>
	<ul style="list-style-type: none"> <li>• Infection in Lodge</li> </ul>	<ul style="list-style-type: none"> <li>• Define the steps needed for addressing infections within the Lodge and suspected infections, as well as steps to notify NSW Health and relevant authorities in accordance with current Government instructions.</li> </ul>
	<ul style="list-style-type: none"> <li>• People arriving with infections</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure booking process vets Members/guests to confirm they are symptom free</li> <li>• Place onus on Members/guests to declare infection through Declaration and Waiver and at any time prior to arriving at the Lodge.</li> </ul>
<b>Communication with membership</b>		

	<ul style="list-style-type: none"><li>● Risk of miscommunications or lack of education/awareness</li></ul>	<ul style="list-style-type: none"><li>● Develop communications plan around the risk management plan including use of Talara website for updates to Plan.</li><li>● Guests and staff to be educated on COVID Safe plan.</li><li>● Various notices throughout the Lodge</li></ul>
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# **Appendix B**

***Cleaning Guidelines, Cleaning Checklist, Room Sizing***

## Talara Ski Club

### COVID-19 Cleaning Policy (based on NSW Health recommendations and Worksafe Guidelines 2020)

Method/Approach	Actions
Ventilate rooms before each clean	Allow fresh air to circulate for at least 20 minutes. If possible, leave all windows open during the entire cleaning process.
Wash hands thoroughly before and after each clean	Use soap and water, and scrub for at least 20 seconds. If that's not possible, use a hand sanitizer with at least 70% alcohol.
Wear disposable gloves whilst cleaning	Gloves should be thrown out after each cleaning. Make sure to wash your hands immediately after gloves are removed.
Clean, then disinfect	Cleaning is when you use soap or detergent and water to remove dirt, germs and impurities. Disinfecting refers to the use of chemicals like bleach or alcohol to kill germs. Doing both is the best way to reduce the spread of infection.
Use the right disinfectant	Cleaning products used by guests include spray and wipe for cleaning and disinfectant wipes.
Focus on frequently touched surfaces	Light switches, doorknobs, and tap handles are just a few of the areas that will need to be disinfected.
Lounges and other soft, porous surfaces	Carefully remove any visible dirt or grime, then use the appropriate cleaner for the material.
Dryer	Clean filter daily

## General Cleaning Checklist for Lodge Areas

Area	Items to Clean/disinfect	
General	Doorknobs/surfaces Cleaning appliances: Fans; Garbage and recycling bins; Hanging space; Ironing boards and irons; and Keys/keypads	Laundry – sinks, washers, storage Light switches/pulls Railings Table tops Thermostats/heaters Window sills and window handles Vacuum cleaners Washer/dryer units
Kitchen/ Bar Area	All utensils, appliances, pots/pans, etc Cabinet handles and pulls Doorknobs Dishwashers Condiments: oil, salt and pepper shakers, commonly used spices and containers, etc.	Kitchenware that isn't dishwasher safe Sinks and benchtops Ovens/microwaves Fridges – handles and internal areas Window sills and window handles
Bathrooms	Shower doors Showers and tubs Sinks	Tap handles and spouts Toilets Window sills and window handles
Dining	Doorknobs Light switches	Railings Table tops/seats (back of seats) Window sills and window handles
Lounge	Doorknobs Railings Lamp switches Light switches	Lounges, especially arm rests Railings Table tops Window sills and window handles
Bedrooms	Hangers and luggage racks Bedheads/foot Nightstands/side tables/ bed lights	Cupboards/dressers Bedding – doonas, pillows, linen Window sills and window handles Door handles

Room	Size sqm	Max Occupancy Same family or household only
1	18	5
2	9	2
3	9	2
4	9	2
5	9	2
6	9	2
7	20	5
8	9.6	1



# ***Appendix C***

***Member/Guest Declaration, waiver and contact details (for the signature of every member/guest)***

**Member/Guest Declaration**

**Talara Ski Club: COVID-19 Declaration by Members /Guests**

**(to be signed at the time of booking the Lodge)**

I acknowledge that Talara Ski Club is taking a highly precautionary approach to manage the spread of COVID-19, which is in line with the latest national and state government health advice.

By signing this Declaration, I confirm that:

1. on the date of my booking, I will not stay at or visit Talara Ski Club if:
  - a) I have been to a COVID-19 hotspot within the last 14 days;
  - b) I am showing signs and/or symptoms of COVID-19 (fever (above 37.5C); flu-like symptoms such as coughing, sore throat or headaches; or have difficulty breathing);
  - c) I have had close contact with: a person who has been confirmed with COVID-19 in the 14 days prior to my visit to Talara Ski Club, or with a person who is waiting on a COVID-19 test result;
  - d) I have had a positive COVID-19 test in the last 14 days, or I am waiting on the test results for a recent COVID-19 test;
2. I undertake to notify the Lodge Captain if I experience any of symptoms of COVID-19, or become aware of any of the other matters above, while staying at the Lodge;
3. I agree to abide by the Talara COVID-19 Plan and agree to follow the Club's and Lodge Captain's directions regarding hygiene and social distancing while I am staying at, or in attendance at, the Lodge; and
4. I agree to assist and follow the reasonable directions of the Lodge Captain with regard to cleaning and sanitizing the Lodge on a daily basis.

Date of Stay: \_\_\_\_\_

**\*\*\* Every adult needs to sign and date their own Declaration and return it to the Office via email prior to travel. Only a parent / guardian can sign on behalf of another person where that person is under 18 yrs or does not have legal capacity\*\*\***

Name of Member/Guest: \_\_\_\_\_

Name of Parent / Guardian (where member/guest is under 18 or does not have legal capacity): \_\_\_\_\_

Signed by Member/Guest (or Parent/Guardian where relevant): \_\_\_\_\_

Dated : \_\_\_\_\_

**Member/Guest Waiver**

## **Talara Ski Club: COVID-19 Waiver of Liability by Members/Guests**

1. Talara Ski Club has put in place a number of preventative measures to reduce the spread of COVID-19. However, the Club cannot guarantee that you, your guests or anyone else will not become infected with COVID-19. Further, attending the Lodge could increase your risk of contracting COVID-19.
2. The Club has implemented a COVID-19 Plan. This plan is based on the World Health Organisation Interim Guide and Operation Considerations for COVID-19 Management in the Accommodation Sector and current NSW Health Directions and guidelines. A copy of the Talara COVID-19 Plan is available on the club's website and at the Lodge. You must familiarise yourself with and comply with the Talara COVID-19 Plan during your stay and ensure your guests do the same. You must also comply with any direction from the Lodge Captain, Bookings Manager or any Director of Talara Ski Club.
3. You must also comply with all NSW State Government social distancing requirements and guidelines including the requirement to remain at a distance of 1.5 metres from any other individual.
4. Any breach or non-compliance with any COVID-19 requirements may lead to a direction being issued to you and/or your guests by the Lodge Captain to immediately leave the premises. If such a direction is issued you must comply with it.
5. 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 guests may be exposed to or affected by COVID-19 by attending the Lodge and that such exposure or infection may result in personal injury, 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 the Club and its directors, employees, contractors and/or volunteers.
6. You voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to you or any of your guests which you may experience or incur in connection with your attendance at the Lodge. You hereby release, discharge and hold harmless the Club, its directors, employees, contractors, agents and representatives, of and from any claims including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating to your attendance at the Lodge. You understand and agree that this release includes any claims based on acts, omissions or negligence of the Club, its directors, employees, agents and representatives whether the COVID-19 infection occurs before, during or after your attendance at the Lodge.
7. You further agree that if you, or any of your guests, display any flu-like symptoms that you will immediately notify the Lodge Captain.

Date of Stay: \_\_\_\_\_

**\*\*\* Every adult needs to sign and date their own Declaration and return it to the Office via email prior to travel. Only a parent / guardian can sign on behalf of another person where that person is under 18 yrs or does not have legal capacity\*\*\***

Name of Member/Guest: \_\_\_\_\_

Name of Parent / Guardian (where member/guest is under 18 or does not have legal capacity): \_\_\_\_\_

Signed by Member/Guest (or Parent/Guardian where relevant): \_\_\_\_\_

Dated : \_\_\_\_\_