

ASGAARD LODGE COVIDSafe Plan

Our COVIDSafe Plan

Business name:	ASGAARD ALPINE CLUB INC. (the Lodge)
Site location:	Lot 6 Davenport Drive Mt Hotham VIC 3741
Contact person:	PAUL WEBBER Incorp. Assoc. Secretary.
Contact person phone:	0403 127 509
Date prepared:	1 ST October 2020 (revised 26 March 2021) QR code scan installed in lobby

Guidance	Action to mitigate the introduction and spread of COVID-19
Hygiene	
Provide and promote hand sanitiser stations for use on entering building and other locations in the Lodge and ensure adequate supplies of hand soap and paper towels are available for Members/Guests/Staff.	<i>Hand sanitiser stations are located in the entrance lobby, drying room, above kitchen sinks, fireplace lounge and public toilet. Hand soap is also supplied at all sinks, in all bedroom ensuites, paper towelling also supplied. Rubbish bins are provided for paper towel disposal. Signs demonstrating correct hand cleaning are displayed in all communal areas.</i>
Where possible: enhance airflow by opening windows and doors in communal areas and bedrooms.	<i>Whilst the Lodge is occupied all doors and windows will be regularly opened (barring snow and rain) to enhance fresh airflow.</i>
In Lodge communal areas where it is required, ensure all occupants wear face coverings and/or required PPE unless a lawful exception applies. Ensure adequate face coverings and PPE are available to occupants that do not have their own.	<i>All Members/Guests/Staff are required to supply their own masks or face coverings. Face masks/coverings are to be worn when using communal areas. The Lodge will also have spare masks available should occupants forget theirs.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p>Provide training to staff on the correct use and disposal of face coverings and PPE and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</p>	<p><i>Staff to be appraised of COVIDSafe plan and to be familiar with online WorkSafe/DHHS training modules. Members/Guests/Staff are reminded to regularly wash hands and cough or sneeze into their elbow. Hand washing/sanitising signs are displayed to show correct procedure. Before removing mask perform hand hygiene, do not touch front of mask, use the ties or ear loops to remove. Reinforce the importance of staying at home if feeling unwell.</i></p>
<p>Replace high-touch communal items with alternatives.</p>	<p><i>No shared food items, allocate space for occupant's sole use in kitchen area to be cleaned promptly after each use. Dishwasher steriliser must be used. Importance of cleaning high use areas wearing the appropriate PPE; masks, disposable rubber gloves and using a commercial grade disinfectant. Spray bottles containing disinfectant are prominently located throughout the Lodge.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Cleaning	
<p>Increase environmental cleaning (including between changes of Members/Guests/Staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</p>	<p><i>Identify high touch surfaces (handles/doors, taps, light switches, kitchen benchtops, tables, ovens, dishwasher, washing machines, dryers) Members/Guests/Staff are requested to clean the facilities after each use to minimise any spread. The Lodge will supply and launder bedlinen, no byo. High demand facilities are to be cleaned twice daily and/or after each use.</i></p>
<p>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</p>	<p><i>Identify which products are required for thorough cleaning. The Lodge has supplied approved commercial grade disinfectant (quatarnary ammonium) detergents and hand sanitiser. Spray bottles are located throughout the communal areas and in all bedrooms. Paper towelling and disposable cleaning cloths are provided. Monitor supplies of all products and regularly restock.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
Physical distancing and limiting workplace attendance	
<p>Ensure that all Members/Guests/Staff comply with State Government Rules.</p>	<p><i>All Members/Guests/Staff must comply with State Government requirements regarding the stages of lockdown or movement within the State of Victoria applicable at the time. Lodge occupants must adhere to the guidelines set out in this document or other correspondence from the Asgaard Club Committee.</i></p>
<p>Establish a system that ensures staff members are not working across multiple settings/work sites.</p>	<p><i>To ensure we reduce the risk of cross contamination, Members/Guests/Staff are only to use the ensuite toilet/shower of their allocated bedroom and kitchen space. The public toilet/shower must not be used. Members/Guests/Staff must adhere to the Lodge room capacities as posted. If your children use any facility you are required to thoroughly clean them after use. Members are not to gather in more than 10 people in an outdoor setting.</i></p>
<p>Establish a system to screen Members/Guests/Staff/workers and visitors before accessing the Lodge. Employers cannot require workers to work when unwell.</p>	<p><i>Do not visit Asgaard Lodge at Hotham if you feel unwell or anyone in your household is unwell. Everyone that attends the Lodge, Members/Guests or approved personnel, even if only for a day must sign in. DHHS approved (Somatik) thermometer will be used for preliminary check as required.</i></p>
<p>QR Code Scan Configure communal work areas and publicly accessible spaces so that:</p> <ul style="list-style-type: none"> • there is no more than one worker per two square metres of enclosed workspace • all occupants are spaced at least 1.5m apart • there is no more than one member of the public per two square metres of publicly available space. • consider installing screens or barriers. 	<p><u><i>Using Services Victoria app QR code scan posted in lobby allows COVIDSafe maximum communal room capacity @1 per per 2sqm</i></u></p> <ul style="list-style-type: none"> • <i>Entry/ski storage 6 people</i> • <i>Drying room 5</i> • <i>Kitchen area 5</i> • <i>Dining areas total 16</i> • <i>Fireplace lounge 24</i> • <i>Upper mezzanine 10</i> • <i>TV-media room 12</i> • <i>Mid mezzanine 11</i> <p><u><i>Lodge bedroom capacity, (prescribed accommodation) use for normal live with household, intimate partner or designated single social bubble.</i></u></p> <ul style="list-style-type: none"> • <i>Bedroom one: 6 people</i> • <i>Bedroom two: 4</i> • <i>Bedroom three: 3</i> • <i>Bedroom four: 3</i> • <i>Bedroom five: 4</i> • <i>Bedroom six: 6</i> • <i>Bedroom seven: 2</i> • <i>Bedroom eight: 6</i> • <i>Bedroom nine: 4</i> • <i>Bedroom eleven: 3</i> • <i>Bedroom twelve: 3</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of occupants.	<i>Members are reminded to maintain the 1.5 metre distance rule in all areas of the Lodge. Signs are displayed in each area to indicate maximum capacity. Do not gather in excess of room capacities.</i>
Minimise the build-up of people waiting to enter and exit the facilities	<i>Please ensure you remain mindful of social distancing whilst waiting to use any amenity within the Lodge.</i>
Review delivery/supply/inspection protocols to limit contact between attending personnel and Members/Guests/Staff.	<i>Ensure all personnel who attend the building for a business reason are wearing masks, comply with hand hygiene, are present for the least amount of time as possible and restrict engagement with Lodge occupants</i>
Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.	<i>Whilst facilities are being cleaned either by staff or occupants, please ensure you do not enter any area until directed.</i>
Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the ‘four square metre’ rule .	<i>Relevant signage is displayed in all areas of the building. The Lodge is currently not open to the general public.</i>

Guidance	Action to ensure effective record keeping
Record keeping	
Establish a process to record the attendance of Members/Guests/Staff, workers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.	<i>QR code scan is located at the entrance.</i>

Guidance	Action to ensure effective record keeping
Provide guidance to staff on the effective use of the workplace OH&S reporting system (where available).	<i>Relevant personnel engaged as Lodge Staff/Caretaker/Manager will be asked to undertake online COVIDSafe training modules</i>

Guidance	Action to prepare for your response
Preparing your response to a suspected or confirmed COVID-19 case	
Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.	<i>Should we have a suspected or confirmed COVID-19 case; advise the Lodge Caretaker and Committee Secretary, Paul Webber immediately if you suspect you have or have come into contact with COVID-19 and you have attended the Lodge recently. The Lodge will immediately close and contract cleaners employed to clean the facilities.</i>
Prepare to identify close contacts and providing occupant, staff and visitor records to support contact tracing.	<i>The Secretary will contact WorkSafe and DHHS and provide a list of close contacts that may have been impacted.</i>
Prepare to assess whether the workplace or parts of the workplace must be closed. Prepare to undertake cleaning and disinfection at your business premises.	<i>In case of a confirmed COVID-19 case, an assessment will be conducted to determine the Lodge impact, but given the nature of the Lodge it will most likely close immediately and contract cleaners called to ensure we minimise the spread of infection.</i>
Prepare for how you will manage a suspected or confirmed case in a Member/Guest/Staff during a period of stay.	<i>Please advise the Secretary or Committee member or Lodge caretaker should you begin to display signs of feeling unwell. You will need to immediately return to your home address for COVID-19 testing and isolate until you receive your results. Upon being informed of a Member feeling ill, the Lodge will require thorough cleaning to ensure we reduce the risk of spreading any infection.</i>
Prepare to notify workers and site visitors (including close contacts)	<i>All attending Members/Guests/Staff and close contacts will be notified immediately. Due to the nature of contamination all Members/Guests/Staff will need to return to their homes for testing and to self-isolate. WorkSafe and DHHS will be notified. You cannot self-isolate at the Lodge.</i>
Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at the Lodge.	<i>The Secretary will refer to the Members/Guests/Staff sign in register to establish contact tracing. WorkSafe and DHHS will be notified immediately and provided with all relevant information</i>

Guidance	Action to prepare for your response
<p>Prepare to re-open your workplace once agreed by DHHS and notify workers they can return to work.</p>	<p><i>Once the Lodge has been thoroughly cleaned and WorkSafe, DHHS and relevant authorities approve, Members/Guests/Staff will be notified of the re-opening of the Lodge.</i></p>

I acknowledge I understand my responsibilities and have implemented this COVIDSafe plan in Asgaard Lodge, Mt Hotham.

Signed: *Paul Webber*

Name: Paul Webber

Date 1/10/20