

COVID Safe plan

Our COVID Safe Plan

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Part 1 – Outdoor Recreation Operations

AREA	Action to mitigate the introduction and spread of COVID-19
HANDWASHING/PERSONAL HIEYGNE	
Hygiene/ Handwashing	<ul style="list-style-type: none">• Ensure that hand hygiene is taught and reinforced to workers and participants• Adequate supplies are available to support healthy hygiene behaviours, including soap, hand sanitiser with at least 60 percent alcohol (for workers and older children who can safely use hand sanitiser), paper towel and tissues• Hand sanitiser is provided at high traffic areas of the Business (entry points, bathrooms, kitchens, dining rooms, meeting areas etc.). Workers need to be aware of hand sanitiser locations and encourage regular use• Hand washing facilities are provided (whether permanent or temporary), such as a wash basin, clean running water, soap and paper towel, placed in strategic locations to ensure employees and participants can access them in a timely manner, where appropriate• All workers and participants follow good hygiene practices, including washing hands frequently with soap and water for at least 20 seconds, covering coughs and sneezes, or coughing into their elbow or shoulder and avoiding touching eyes, nose and mouth• Participants are advised that sharing of personal items such as clothing (i.e. jumpers, hats etc.), water bottles, sunglasses, work gloves etc. is not permitted and that personal items should be clearly labelled

AREA	Action to mitigate the introduction and spread of COVID-19
EDUCATION AND TRAINING	
Education	<ul style="list-style-type: none"> • Ensure all relevant staff and stakeholders have reviewed delivery of return to play arrangements, review critical incident management protocols, and test organisational readiness (e.g. scenario testing and critical examination of organisation's COVID Safe Operational Plan).
Training	<ul style="list-style-type: none"> • Ensure all relevant staff and stakeholders have completed COVID safe training and show completed certificate. Regular reviews as new training comes into place as per govt regulations. <p>https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training</p>

AREA	Action to mitigate the introduction and spread of COVID-19
PHYSICAL DISTANCING	
Physical distancing and group management	<ul style="list-style-type: none"> • Consider our capability to safely manage the expected number of people at the venue, and arrangements must be made to reduce occupancy numbers to allow effective implementation of all COVID risk mitigation strategies (e.g. physical distancing, cleaning of equipment and amenities, food service, etc.) • Ensure detailed records on the movement of participants and workers at the venue. This would include: <ul style="list-style-type: none"> ○ Details of each person attending the outdoor education program and/or venue ○ A list of names (e.g. school-aged children, adults/guests and support personnel) associated with each client group ○ A list of the Provider's workers who were in contact with each client group and/or sub-group during the program ○ A program schedule detailing where and when each client group and sub-group is undertaking the different aspects of the program (including accommodation, dining, ablutions, activities) ○ Record of attendees, lists and program schedules will be maintained for a minimum of 56 days • Total number of people per client group attending will not exceed government set numbers (e.g. school-aged children, teachers and support personnel) • Clients are instructed to proactively engage in and promote Physical Distancing practices as directed by Victoria Health • Children aged 1-18 years may exceed the base occupant density requirements as directed by Victoria Health and should maintain physical distancing protocols • Adults (Group Leaders and Teachers) must: <ul style="list-style-type: none"> ○ Refrain from mingling with colleagues allocated to different client groups (including during free time and of an evening) ○ Remain with their allocated activity group for the duration of the program • Signage, floor marking and barriers will be utilised to reinforce this physical distancing and personal hygiene protocols

AREA	Action to mitigate the introduction and spread of COVID-19
Adult Accommodation – sleeping arrangement, dining and bathroom facilities	<ul style="list-style-type: none"> • Adults from the same client group must adhere base occupant density as per Victoria Health and Accommodation Industry Protocols. • Once allocated to a space/bed, participants will only use that resource for the duration of the visit. • Use of communal showers will include appropriate cleaning measures
Children 1-18yrs Accommodation – sleeping arrangement, dining and bathroom facilities	<ul style="list-style-type: none"> • Number of guests per room will be in line with government guidelines • Once allocated to a space/bed, participants will only use that resource for the duration of the visit. • Use of communal showers will include appropriate cleaning measures

AREA	Action to prepare for your response
WORKER SAFETY	
Worker Health and Wellbeing	<ul style="list-style-type: none"> • Workers to stay at home if they are sick, and to go home immediately if they become unwell. Any person who has symptoms related to COVID-19 must be excluded from the program and/or venue • Measures to maximise the distancing between workers to the extent it is safe and practical and minimise the time that workers are in close contact are in place • Ensure that tasks and processes that usually require close interaction are modified to increase physical distancing between workers • Consult with workers on COVID-19 measures in the workplace and provide workers with adequate information and education, including changes to work tasks and practices and appropriate cleaning and disinfection practices at work. This will be in the form of regular updates pre-program, daily during program, and post program
Personal protective Equipment (PPE)	<ul style="list-style-type: none"> • Appropriate PPE to be worn by workers based on their roles and responsibilities in adherence with Work Safe Guidelines • We will ensure training on the appropriate use of PPE be provided to workers

AREA	Action to prepare for your response
COMMUNICATIONS	
Communications	<p>Prepare and review detailed communications plan to communicate with participants and workers (paid and volunteer).</p> <ul style="list-style-type: none"> • Provide clear and coordinated guidance to participants and stakeholders across a range of communication channels on how a return to play will be managed at each level of restriction. • Provide clear information to workers and participants regarding education and training requirements. • Brief participants and workers on return to play protocols including hygiene protocols and reinforcement of hand washing and general hygiene etiquette. • Promote good personal hygiene practices during activity sessions and in facilities (e.g. posters in bathrooms). • Share timely and accurate information including how your organisation is responding to any localised outbreak. • Ensure safety management system for your activities is suitable for managing a COVID-19 outbreak. • Identify trigger points for cancelling, postponing or modifying an activity and identify who has responsibility for making that decision. • Identify in advance actions to be taken if your organisation needs to postpone or cancel activities. • Communicate processes of how individuals can access mental health and wellbeing counselling services, as required.

Part 2 –Facility Operations

AREA	Action to mitigate the introduction and spread of COVID-19
CLEANING as per Victorian Health Guidelines	
General Cleaning	<ul style="list-style-type: none"> • Use cleaning products with ingredients recommended for use by Victorian Health which are effective against COVID-19 will be used across all areas of the business. • Appropriate allowance will be made to ensure adequate time for cleaning and sanitation after use of each area/item. • Emphasis on sanitising objects frequently touched in high traffic and commonly used areas for example: door handles, light switches, bathroom/kitchen fixtures will be undertaken with checklists in place. • Thorough cleaning of activity areas and activity equipment will be conducted after use and Covid Monitors will oversee the process. • Facilities are cleaned following the guidelines provided by: https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/accommodation-services/cleaning?tab=tab-toc-employer
Vehicles, Boats, Trailers	<ul style="list-style-type: none"> • Drivers will be responsible for sanitising hard surface touch points when exiting vehicles as per the cleaning checklists • Cleaning Equipment will be provided for appropriate sanitisation of vehicles, boats and trailers.
Bathroom and Toilet Amenities	<ul style="list-style-type: none"> • Toilets, basins and bathroom facilities will be cleaned regularly with increased and scheduled frequency. • Ensure cleaning equipment, provisions and waste disposal to enable shower facilities used by adults are cleaned after use
Accommodation	<ul style="list-style-type: none"> • Cleaning of accommodation will be conducted after each use as per the housekeeping checklists • Clients are encouraged to supply their own linen and pillow or hire from the supplier. • Supplied linen will be laundered after use
Food Service	<ul style="list-style-type: none"> • Follow the base density requirement of one person per the recommended square metres for school-aged children. Food preparation, serving, cleaning, hygiene and sanitisation protocols as prescribed by the Retail Food Services Industry COVID Safe Plan for Restaurants, Cafes and Caterers will be adhered too • Adults (e.g. Group Leaders and Teachers) must adhere to the base density requirement of one person per the recommended square metres

AREA		Action to mitigate the introduction and spread of COVID-19
CONDUCTING BUSINESS		
Signage	<ul style="list-style-type: none"> • Ensure that signage is in place that reminds workers and participants about key public health messages of Physical Distancing, respiratory hygiene and hand hygiene. • The following signage to be displayed in prominent positions to ensure patrons understand their requirements under the COVID Safe plans: <ul style="list-style-type: none"> ○ Health Precautions ○ Physical Distancing floor stickers ○ Hand Sanitiser locations ○ COVID-19 Symptom Information 	
Contact Tracing	<ul style="list-style-type: none"> • Ensure records of all persons attending the Venue, or participating in the program where the program does not take place at a venue, and securely retain records for contact tracing purposes • Record of attendees to include questions to ascertain clients and workers are free from COVID-19. Example questions include: <p style="margin-left: 40px;">Have you:</p> <ul style="list-style-type: none"> ○ Had any COVID-19 symptoms, such as cough, fever, sore throat, fatigue and shortness of breath? ○ Been in contact with any confirmed/suspected COVID-19 case? ○ Travelled internationally or a COVID-19 declared hotspot • Tracing Information will be maintained for a minimum of 56 days or as required by Victoria Health from the end of each program. This would allow for any information collected on paper forms to be boxed, archived offsite, and destroyed after that time • Tracing information will be provided to public health officers when required 	

AREA		Action to prepare for your response
CLIENT MANAGEMENT		
Pre-Screening	<ul style="list-style-type: none"> • Ensure clients are aware that they MUST NOT attend if they have ANY symptoms potentially consistent with COVID-19. Implementation process could include: <ul style="list-style-type: none"> ○ Distribute email/text to clients to advise them of the plans and requirements ○ Update online and printed collateral (where possible) to include information about business changes in response to COVID-19 ○ Enhance business information (particularly online and signage) to provide prominent advice about client requirements and pre-screening • We will advertise (poster/website) the right of refusal of entry and/or service to clients that refuse to comply with the conditions of this COVID safe plan • Booking systems will include advice regarding the approach to COVID-19 management. Implementation process to include: <ul style="list-style-type: none"> ○ Where possible seek additional pre-screening information at the booking point through survey/questionnaire/declaration ○ Include reminders in any relevant communications (including confirmation emails, follow-up texts and any printed materials where possible) ○ Where possible, send reminders just prior to known booking (for longer-term bookings) to ensure clients compliance and awareness 	

AREA	Action to prepare for your response
Payments	<ul style="list-style-type: none"> • Cash payments are not encouraged • Ensure hygiene procedures in place for the handling of cash

AREA	Action to prepare for your response
COVID OUTBREAK	
COVID case/outbreak	<ul style="list-style-type: none"> • Ensure workers are trained in regards to management of workers or participants with a probable or confirmed case of COVID-19 • Ensure workers understand that anyone who becomes unwell should be immediately isolated and provided with tissues, rubbish bin, hand sanitiser and a facemask, if available to cover coughs and sneezes • Procedures are in place to help unwell workers or participants leave the area/program/activity as soon as possible, including: <ul style="list-style-type: none"> ○ Informing the supervisor of an unwell worker/ participant ○ Arrangements should be made for the person to be sent home or to access medical assistance ○ If the unwell person needs to access medical assistance, a call ahead should be made and advise medical staff of symptoms so they can prepare for their visit ○ Clean and disinfect any equipment or surfaces that the unwell person has been in contact with, implementing added protections to protect workers with PPE during the cleaning. ○ Enlist an external Cleaning Company if required for a deep clean • For more information following a suspected/ confirmed case look at: https://www.dhhs.vic.gov.au/workplace-guidance-for-managing-suspected-and-confirmed-cases-covid-19-doc

Part 3 – Activity Specific Protocols

AREA	Action to mitigate the introduction and spread of COVID-19
ACTIVITIES – in addition to all other cleaning protocols	
Outdoor Education activities	<ul style="list-style-type: none"> • Where possible the maintaining of physical distancing in adult to adult, and minimising adult to child and child to child interactions • Group Leaders are given inductions for COVID SAFE modified procedures for activities • Ensure sanitising of point of contact (e.g. hands) both before and after contact with activity equipment (e.g. harnesses, helmets, and ropes) • Sanitising of activity equipment between activity groups is essential. Hand and respiratory hygiene are to be encouraged
Land based Activities including Ropes based activities	<ul style="list-style-type: none"> • Stay in groups on trails, paths and land based camp activities such as Bush cooking, Nature art, Raft Building, Hiking, Initiative games and Sports Games) to ensure physical distancing norms can be maintained • Ensure each participant uses dedicated gear including PPE if required for that session which will then be disinfected at the end of each session eg Helmets. • No sharing of personal items. All equipment to be cleaned and sanitised after each use

AREA	Action to mitigate the introduction and spread of COVID-19
Aquatic Based Activities including Scuba Diving	<ul style="list-style-type: none"> • Groups to operate in designated area where social distancing is easy to maintain • Dedicated equipment (kayak, canoe, paddles and helmets) to be handed out and kept for duration of activity. • No sharing of equipment. All equipment to be cleaned and sanitised after each use

AREA		
ACTIVITY LIST		
Outdoor Activities covered by this plan	<p>Land-based activities, including:</p> <ul style="list-style-type: none"> <li style="width: 50%;">• Archery <li style="width: 50%;">• Nature art <li style="width: 50%;">• Birdwatching <li style="width: 50%;">• Orienteering <li style="width: 50%;">• Bushwalking <li style="width: 50%;">• Team building initiatives <li style="width: 50%;">• Canyoning <li style="width: 50%;">• Trailbike riding <li style="width: 50%;">• Camping <li style="width: 50%;">• Walking/ Hiking <li style="width: 50%;">• Cycling <li style="width: 50%;">• Challenge/ropes courses <li style="width: 50%;">• Cycle touring <li style="width: 50%;">• Bush cooking <li style="width: 50%;">• Geocaching <li style="width: 50%;">• Slack-lining <li style="width: 50%;">• Mountain bike riding <p>Vertical activities, including:</p> <ul style="list-style-type: none"> <li style="width: 50%;">• Tree Climbing <li style="width: 50%;">• Abseiling <li style="width: 50%;">• Crate Stack <li style="width: 50%;">• Bouldering <li style="width: 50%;">• Slack line <p>Aquatic activities with craft, including:</p> <ul style="list-style-type: none"> <li style="width: 50%;">• Boating <li style="width: 50%;">• Canoeing <li style="width: 50%;">• Fishing <li style="width: 50%;">• Stand up Paddle boarding <li style="width: 50%;">• Kayaking <li style="width: 50%;">• Rafting <p>Aquatic activities without craft, including:</p> <ul style="list-style-type: none"> <li style="width: 50%;">• Canyoning <li style="width: 50%;">• Snorkelling <li style="width: 50%;">• Fishing <li style="width: 50%;">• SCUBA Diving 	

I acknowledge and understand my responsibilities and have implemented this COVID Safe plan in the workplace, with ongoing updates.

Name Amanda Crestani

Date 29/10/20