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SLOPES: COVID-19 Safe Work Plans - Waivers - Communal facilities - Sanitising products - Signs

SLOPES <slopes.au@gmail.com>
Bcc: frank.zipfinger@gmail.com

1 June 2020 at 00:01

Dear SLOPES Members and Associates

This email updates you regarding:

1. COVID Safe Work Plan

As foreshadowed in our last few emails, attached is a template COVID Safe Work Plan (**Plan**) for Clubs to use if they wish.

This template is a SLOPES work product and Clubs are free to use it without any copyright concerns.

Important points to note:

a) **Threshold question.**

The threshold question each Club must address first is:

Can our Club operate our lodge in compliance with all relevant guidelines and legal requirements given our particular circumstances including the physical constraints of space and configuration in our lodge?

Only if the answer to this question is yes does a Plan become relevant.

b) **The Plan is a general template only and needs to be adapted.**

The attached Plan is a general template. It needs to be adapted to the particular circumstances of each lodge. Note in the body of the template there are variables that require completion to reflect this.

c) **Perisher Vail plan details are still outstanding.**

Clubs with lodges in the Perisher Range Resorts (Perisher, Smiggins and Guthega) as yet have incomplete information on which to base their Plans.

Our email yesterday referred to the latest Perisher announcement and quoted this from their website:

Each resort will enact a COVID-19 Safe Operating Plan developed in consultation with industry and government leaders, which will include social distancing measures, enhanced cleaning protocols and necessary changes to regularly offered programs and services. ... Details about resort operations will be announced in the coming weeks.

Perisher announcements can be monitored here: <https://www.perisher.com.au/perisher-news/media-room/latest-press-releases/1467-perisher-falls-creek-hotham-to-open-24-june-2020>

Also NPWS advised on Friday that ***NSW Government agencies and industry groups are continuing to work closely to ensure COVIDSafe measures are in place when the season commences.***

As a result, unknowns include access to the Resorts via Skitube and over-snow services and guidance from the Department of Health about what restrictions are going to be imposed within the Resorts or on individual accommodation providers like clubs.

d) **Keeping up to date. Accessing SLOPES emails.**

There are constant changes in the guidelines and legal requirements as we have seen over the past few months- sometimes without much or even no notice.

Each time this happens the threshold question needs to be answered again - and your Plan adapted as needed.

SLOPES endeavours to monitor these changes on behalf of Clubs and we always circulate the information by email as soon as we can to all Clubs.

In recent weeks there have been many emails on a wide range of topics and it can be hard to keep abreast.

REMINDER: all our emails are posted on our website and can be easily accessed on our Info Hub here: <https://slopes.org.au/club-tools/information-hub/>

e) **Communications with lodge users.**

If you do adopt a Plan we suggest it would be prudent to issue a copy to all persons using your lodge well ahead of their arrival at your lodge asking them to acknowledge receipt and agreeing to abide by the Plan.

At the same time you should consider asking them to sign and return a Waiver of Liability - see point 2 below.

You should consider making these 2 steps (abide by Plan and signing of waiver) a condition of entry to your lodge.

f) **In lodge compliance.**

Appropriate steps are needed to ensure that the Plan is complied with in practice in the lodge.

This could be a combination reminder sessions at the beginning and end of each stay period - and appropriate monitoring in between.

This role would normally fall to a manager in Clubs with managed lodges. A manager provides the advantage of continuity and consistency.

For unmanaged lodges, the task is more complex. The solution here would normally be to assign the role to the weekly Club Captain or their equivalent.

These people are essentially 'short term volunteers' so more care is needed in terms of communications with them and appropriate training.

Clubs might consider preparing a working summary to assist here.

g) **Liability and insurance.**

At our request Wotton+Kearney have provided the following advice:

I note that some Clubs have asked the question as to what happens if the Club complies with COVID rules and guidelines but someone still is infected by the virus. Under the common law to bring a claim an Applicant needs to show that there is a duty of care, there is breach of that standard of care and the breach caused the loss or damage. Accordingly, liability is not strict or absolute. The legal obligation on the Club is to do what is reasonable. If the Club follows the regulations and guidelines and a person still contracts the virus then it is unlikely that the Club will be held liable. However, like any potential personal injury a Club should ensure it has adequate insurance in place to cover the risk. From a Workplace Health and Safety perspective the obligation is to ensure safety so far as is "reasonably practicable." Again liability under the WHS is not strict or absolute. Safe Work would focus on whether or not there has been compliance with the guidelines issued by it. Currently in NSW it remains lawful to take out insurance to cover WHS fines and prosecution costs and concerned Clubs may wish to consider taking out this "statutory liability" insurance.

Finally we would like to thank Des Brady from Kunapipi Ski Club for his assistance in helping SLOPES prepare the Plan.

2. Waiver of Liability

Waivers are discussed in the previous point in connection with COVID Safe Work Plans.

Our email of 20 May provided comments of this matter - which are extracted below for convenience.

The email also attached 2 versions of a template Waiver of Liability - now attached to this email.

3. Communal facilities

In our email of 28 May we commented:

Many SLOPES Club lodges include communal facilities eg kitchens, bathrooms, drying rooms. But they do not offer tourist accommodation. Guidelines have yet to issue in relation to the Perisher Range Resorts.

In the meantime we are having this question of the impact of communal facilities on lodge operations looked at as part of the work being done on a template COVID Safe Plan for Clubs to consider using.

Advice has been obtained from lawyers Wotton + Kearney which reads as follows:

Under the current Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 2) 2020 (NSW) an exemption applies to the social distancing rules for "a gathering at a hotel, motel or other accommodation facility that is necessary for the normal operation of accommodation services at the hotel, motel or other facility" (My Emphasis). "Accommodation facility" and "accommodation service" are not defined in the Order. However, I would be of the view that a Club would fall within the definition of an accommodation facility.

Essential parts of the Club like the kitchen, toilet and bathroom areas are likely to fall within the definition of "accommodation services." Recreational or leisure parts of the Club (rumpus room, lounges etc) are not likely to fall within that definition. Accordingly, I cannot see any legal impediment to a Club operating a shared kitchen or bathroom but it would be prudent to ensure that the 1.5 metre rules is applied as with the hygiene requirements.

To assist Clubs the attached COVID Safe Work Plan includes a section on the practical hygiene measures necessary in this context.

4. COVID-19 Sanitising Products

A reminder from our email of 30 May:

Key to operating under a COVID Safe Plan will involve the use of disinfection cleaning, hand sanitisers, PPE products, signage and related items.

Over the past few days SLOPES has been doing due diligence on a number of suppliers of these COVID-19 items who can service the needs of our Clubs.

We have completed that process and posted the information on the Trades & Services page of the SLOPES website.

The information can be accessed here: <https://slopes.org.au/trades-services/>

Then search COVID Sanitising Products and click on each supplier name to access the available details relating to that supplier's offering.

5. COVID Signage

Effectively implementing a COVID Safe Work Plan will require appropriate signage.

There are general signs that have been issued by government which should be posted around a Club lodge on notice boards etc. Some examples are attached.

There will also be some specific signs for a Club lodge which should be placed on doors for various rooms or in relevant locations eg kitchens, bathrooms, bedrooms etc. These signs need to be tailored to each lodge.

SLOPES will email Clubs separately in the next few days with some suggestions for specific signs.

6. Other useful COVID websites

Clubs looking for more information or guidance might like to look at these websites:

National COVID-19 Coordination Commission ("NCCC"): <https://www.pmc.gov.au/nccc/resources>

Comment: Businesses need to develop safe work practices and consider how they can reconfigure their operations to adapt to ongoing restrictions. The NCCC checklist for business sets out useful resources in developing a plan.

AusSport: <https://www.sportaus.gov.au/return-to-sport>

Comment: This is a link just released by AusSport. It has some great material such as a checklist for sporting bodies, COVIDSafe Plan template, COVID Safety Coordinator Roles & Responsibilities.

YHA: <https://www.yha.com.au/hostels/Covid-19/>

Comment: YHA is presenting itself as open with 1.5m and the 4 square metre personal space and hygiene in place, including in bathrooms and kitchens. Looks like one family or group to each room or dorm. Neat graphics.

Please let us have your comments and questions and share your experiences.

Regards

Frank Zipfinger
President
SLOPES

The information in this email and the attachments should not be considered legal advice as the information is general in nature. Each Club should consider its own circumstances and obtain advice tailored to those circumstances as it considers appropriate. SLOPES does not accept responsibility to any person who uses the information and suffers harm as a result.

EXTRACT FROM SLOPES EMAIL OF 30 MAY 2020

3. COVID Safe Plans and COVID-19 Sanitising Products

In our email of 27 May we commented:

If there is a season, Clubs will need individual COVID Safe Plans tailored to their operations and their specific lodge situations. SLOPES will provide Clubs soon with a general template of a COVID Safe Plan which Clubs can adapt if they wish. We will also provide some commentary regarding some legal issues associated with a COVID Safe Plan.

It looks like we now will have a winter season. Clubs wanting to participate will need a COVID Safe Plan.

Over the weekend we will circulate a general template of a COVID Safe Plan suitable for Club lodges and some legal commentary.

Separately, our email yesterday noted that:

Key to operating under a COVID Safe Plan will involve the use of disinfection cleaning, hand sanitisers, PPE products, signage and related items. Over the past few days SLOPES has been doing due diligence on a number of suppliers of these COVID-19 items who can service the needs of our Clubs. We have completed that process and posted the information on the Trades & Services page of the SLOPES website. The information can be accessed here: <https://slopes.org.au/trades-services/> Then search COVID Sanitising Products and click on each supplier name to access the available details relating to that supplier's offering.

EXTRACT FROM SLOPES EMAIL OF 20 MAY REGARDING WAIVERS

2. COVID-19 issues relating to the operation of lodges - Waivers

In our email of 13 May SLOPES circulated a letter from law firm Wotton + Kearney we obtained regarding the liability of Clubs during COVID-19.

See: <https://slopes.org.au/wp/wp-content/uploads/2020/05/839-SLOPES-email-13-5-20.pdf>

The letter observed that the potential liability of Clubs, their members and employees was not great provided that the regulations in place were followed. (Clubs which are co-operatives have a potentially greater exposure)

We are now circulating a Waiver of Liability for your consideration.

There are two versions (both in Word): one for Clubs with resident managers and the other for Clubs without resident managers.











As a general observation a signed Waiver of Liability does not guarantee that a person or entity cannot be held liable for damage – but it does assist in confirming that the person who signed it understood that a risk is present. A Waiver of Liability is likely to be of greater utility if it is signed before the member or guest attends the premises rather than on arrival.

It is a matter for each Club to decide if it wants members and guests to sign a Waiver of Liability. SLOPES is not recommending that Clubs necessarily require a Waiver of Liability to be completed. Rather SLOPES is providing information for consideration and adaptation as considered appropriate by individual Clubs.

The information in this email and the attachments should not be considered legal advice as the information is general in nature. Each Club should consider its own circumstances and obtain advice tailored to those circumstances as it considers appropriate. SLOPES does not

accept responsibility to any person who uses the information and suffers harm as a result.

10 attachments

-  **COVID Safe Plan_Ski Lodge_2020 (003).docx**
50K
-  **WAIVER OF LIABILITY FOR CLUBS WITH RESIDENT MANAGERS.docx**
37K
-  **WAIVER OF LIABILITY FOR CLUBS WITHOUT RESIDENT MANAGERS.docx**
36K
-  **Cleaning guidelines_NSW health.pdf**
62K
-  **Cleaning guidelines_residential premises_NSW health.pdf**
70K
-  **COVID handwash_sign.pdf**
85K
-  **COVID distancing_sign.pdf**
403K
-  **COVID Symptoms_sign.pdf**
130K
-  **COVID hand washing_sign.pdf**
885K
-  **COVID stop the spread_sign.pdf**
378K

Xxxxxx Ski Lodge

[location]

XXXXX Lodge COVID Safe Plan

1 Use and Occupation of Lodge

1.1 General requirements

There are numerous resources issued by government in relation to the COVID pandemic including general hygiene and individual protection. In this regard:

- Practice Good hygiene (see websites below)
- Cover your mouth when coughing and sneezing
- Wash your hands with soap and water
- Wash down surfaces
- Use alcohol-based hand sanitisers
- If you are sick stay home (Self isolate)
- Social distancing - stay home, avoid large gatherings if they are not essential
- Minimise physical contact keep 1.5mtrs away from others

There are sanitising stations installed strategically around the Lodge to assist members and their guests comply with these requirements as well as advice in relation to cleaning requirements. There are also appropriate cleaning products located in the stores. Appendix B outlines a general cleaning list for the Lodge. This is not exhaustive and is a guide only.

The Club wishes to direct members to the following resources for more information:

<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>

1.2 Restrictions on attendance XXX lodge

A member or their guest/s will not be permitted to attend the lodge if:

- They are or have been infected with COVID19 and have not recovered and are clear of the infection (ie COVID negative).
- They have been or have returned from overseas immediately prior to visiting the Lodge and have not been through the required quarantine/isolation period and have not tested negative for COVID19.
- They are subject to a quarantine notice, self-isolation notice or similar.
- They have or may have been in contact with a known infected person and have not tested negative for COVID19 after the expiration of the incubation period (nominally 14 days).
- They are unwell and/or are showing symptoms of COVID19 and have not tested negative or those test results are not yet available.

1.3 Occupation of Lodge

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

- There will be a restriction in the number of people using the Lodge at any one time (AAOT).
- There will be restrictions as to how internal spaces can be used.
- There will be a greater focus on continuous cleaning and hygiene.
- There will be requirements in the event that a member or guest is infected by COVID previously or whilst at the Lodge, or if they display COVID like symptoms.

The Clubs response to each of these is set out below.

1.4 Numbers using the Lodge

The government has advised that, within accommodation and other similar facilities, a minimum of 4 square metres is required for each person (typically in dining areas but this figure can also be used for other communal areas).

The Club is licensed to accommodate no more than [xxx] persons at any one time. The Table calculations in Appendix A suggest that use of the Lodge cannot get to the authorised maximum number of persons as it would be very difficult to ensure distancing compliance.

However, a higher density of accommodation could be permitted than the Table calculations in Appendix A set out if large family or household groups are using the accommodation (on the basis they are one household). There is also the potential to use facilities such as the kitchen and dining areas in "shifts" eg two shifts in the dining area and kitchen.

The Club Management will adopt the numbers from the Table calculations in Appendix A as general guidelines recognising that there may be situations where a slightly higher density would be acceptable while ensuring social distancing occurs.

1.5 Lodge cleaning

Members and guests are responsible for ensuring the Lodge has been cleaned to a high standard as this is an important strategy to minimise transmission risk. Not following this directive may lead to the Lodge being shut down. Sanctions may be applied to members or their guests in these instances.

The checklist in Appendix A provides some guidance on the cleaning approach (this is not exhaustive). Each Weekly Lodge Leader will be tasked in ensuring compliance with these requirements. Not following the Weekly Lodge Leaders directives may lead to sanctions.

1.6 Actions in the Event of a COVID contamination in Lodge

If a person staying in or visiting the Lodge has or contracts COVID19, the following process will be undertaken:

- The infected person will immediately be isolated and then transferred to suitable premises/accommodation/hospital. Transfer of the infected person will follow any specific requirements issued by the NSW Department of Health.
- The Lodge will be shut down as rapidly as possible and all occupants will be required to vacate the premises. All occupants will be advised to self-isolate and undergo testing.
- The Department of Health will be advised of the infection and the Club will follow any direction issued by the Department or their delegate. The Department will be issued with a list of all occupants/contacts by the Club Manager without delay.
- The NPWS will be advised of the infection and the Club will follow any direction issued by the Service or their delegate.
- The Club Manager will organise a deep clean of the Lodge. No subsequent occupation will be permitted until such cleaning is complete.
- All members of the Club will be advised of the infection.

If a person has symptoms of COVID but the infection is not yet confirmed, the following process will be undertaken:

- The person who has the symptoms will be required to have a COVID test without delay.
- The person will be isolated in their bedroom until such time as the COVID test is confirmed. If that person is a minor their parent or guardian will be responsible for the care of that minor and that parent/guardian will also be isolated.
- The Club will inform all guests staying in the premises of the potential risk of infection. Additional cleaning may be required in the areas the person has accessed.

- The person may choose to vacate the Lodge prior to the outcome of a COVID19 test. In this instance, the guest will be required to inform the Club of the results of the COVID test.
- The Club will monitor the COVID test status or be informed of the departure of the guest. The name and contact details of that guest will be supplied without delay to the Club.
- The Club will follow up the guest to confirm the results of the COVID test. If that test is positive, the Club will immediately inform all other persons that have occupied the Lodge in that week of that status and commence the process set out above for a COVID infection.

Appendix A

Risk Management Response and Action Plan

COVID19 Pandemic Risk

COVID19 is a very 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 is the focus of this analysis.

COVID19 Action Plan

Strategy	What are the risks/issue	What actions to take
Promoting good hygiene and cleaning protocols within the Lodge to achieve infection prevention and control.		
Ski room/entry	<ul style="list-style-type: none">Contamination when persons enter and touch surfaces, door handles, security lock	<ul style="list-style-type: none">Provide hand sanitizer stationDaily cleaning/sanitizingCOVID safe signs displayedEnsure social spacing & restriction of numbers
Kitchen	<ul style="list-style-type: none">High risk infection area due to communal cooking situationContamination when persons enter and touch surfaces, door handles, garbage receptacles, dishwashers, ovens, sinks, shared cutlery, shared pots/pans, microwaves, ovens,Contamination from food preparationSocial distancing constraints	<ul style="list-style-type: none">Co-ordinated cooking times to ensure social spacingDaily cleaning/sanitizingCOVID safe signs displayedEnsure social spacing & restriction of numbersProvide hand sanitizer stationNo fresh food preparation. All guests are to bring pre-prepared food. Heating/cooking of pre-prepared food in the oven or microwave is acceptableAll plates, cups, glasses, utensils, etc are removed from communal storage and communal cupboards are closed off. Each room to have a dedicated space for adequate supplies (eg utensils, plates each, cups, etc).All condiments to be removed. Only salt, pepper and sugar provided. Guests advised to bring their own supplies and remove after their week.All teatowels to be removed and only paper towels are used.Provide boxes of disposable gloves.Provide specific guidance on use of the kitchen via signage
Dining room	<ul style="list-style-type: none">High risk infection area due to communal eating situationContamination when persons enter	<ul style="list-style-type: none">Sanitation stationsEnsure social spacing & restriction of numbers

	<ul style="list-style-type: none"> and touch surfaces, door handles, heaters, windows, tables, chairs Social distancing constraints 	<ul style="list-style-type: none"> Co-ordinated dining times to ensure social spacing Cleaning/sanitizing after every meal COVID safe signs displayed
Lounge room	<ul style="list-style-type: none"> High risk infection area due to communal seating situation Contamination when persons enter and touch surfaces, door handles, sit on seats Social distancing constraints 	<ul style="list-style-type: none"> Sanitation stations Hand washing notices required Cleaning/sanitizing after every use COVID safe signs displayed
Bedrooms	<ul style="list-style-type: none"> Infection transfer by pillows, linen doonas, blankets, heaters, windows 	<ul style="list-style-type: none"> Cleaning/sanitizing after use Remove lodge pillows. Guests to bring own pillow Doonas and blankets to be washed at high temperature (or specific product) COVID safe signs displayed
Bathrooms	<ul style="list-style-type: none"> Contamination when persons enter and touch surfaces, door handles, sinks, shower facilities, heaters, windows 	<ul style="list-style-type: none"> Cleaning/sanitizing after use Hand washing notices required COVID safe signs displayed
General use areas	<ul style="list-style-type: none"> Contamination when persons enter and touch surfaces, door handles, heaters, windows Door handles, railings 	<ul style="list-style-type: none"> Cleaning/sanitizing after use Sanitation stations Hand washing notices required COVID safe signs displayed
Laundry	<ul style="list-style-type: none"> Contamination when persons enter and touch surfaces, door handles, sinks, washing machine, dryer, storage, heaters, windows 	<ul style="list-style-type: none"> Cleaning/sanitizing after every use Hand washing notices required COVID safe signs displayed
Drying room	<ul style="list-style-type: none"> High risk infection area due to communal storage of ski clothes exposed to resort facilities that may be contaminated Contamination when persons enter and touch surfaces, door handles, heaters 	<ul style="list-style-type: none"> This area is high risk and is proposed to be closed. If remain open, it must be wiped with disinfectant daily, clothes and ski gear separated by room occupation.
General	<ul style="list-style-type: none"> Provide tools for people to use to self check and sanitize. 	<ul style="list-style-type: none"> Forehead thermometer in lodge. Ensure adequate supplies are available
Managing numbers within the Lodge at any one time to achieve social distancing guidelines		
Kitchen	[each area to be tabulated separately]	[this is the area of each divided by the required square metres per person - government guidelines currently require 4 square metres per person for dining facilities]
Dining area		
Lounge		
Bedrooms		
Laundry		
Drying room		
Ski room		

Appendix B

XXXXX Ski Lodge

Cleaning guidelines to help prevent the spread of COVID-19 based on Federal/State Guidelines, 2020

Method/Approach	Actions
Ventilate rooms before you clean.	Allow fresh air to circulate for at least 20 minutes. If possible, leave all windows open during the entire cleaning process.
Wash your hands thoroughly before and after each cleaning.	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 while you clean.	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.	Diluted household bleach solutions, cleaning products with at least 70% alcohol, and most common disinfectants are believed to be effective against the coronavirus. Bleach is a strong chemical and care should be taken when using it.
Focus on frequently touched surfaces.	Light switches, doorknobs, and tap handles are just a few of the areas you'll need to disinfect.
Lounges and other soft, porous surfaces.	Carefully remove any visible dirt or grime, then use the appropriate cleaner for the material. If possible, machine-wash items according to the manufacturer's instructions.
Wash all linen at the highest heat setting recommended by the manufacturer	That includes mattress covers, kitchen towels, and blankets. Wear gloves when handling dirty laundry.
Consider vacuum risks	Change vacuum filters every vacuum cycle.

General Cleaning Checklist for Lodge Areas

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

BLANK PAGE FOR INDIVIDUAL CLUB NOTES IF NEEDED

WAIVER OF LIABILITY FOR CLUBS WITH RESIDENT MANAGERS

1. The [insert name of 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 Club could increase your risk of contracting COVID-19.
2. The Club has adopted the *World Health Organisation Interim Guide and Operation Considerations for COVID-19 Management in the Accommodation Sector*. You must familiarise and comply with those guidelines and ensure your guests do the same. You must also comply with any direction from the Lodge Manager. A copy of the guidelines are available from the Lodge Manager but you can also familiarise yourself with those requirements at <https://apps.who.int/iris/handle/10665/331638>.
3. You must also comply with all Federal and State Government social distancing requirements and guidelines including the requirement to remain at a distance of 1.5 metres from any other individual.
4. You are also responsible for ensuring that all your guests comply with all COVID-19 requirements.
5. 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 Manager to immediately leave the premises. If such a direction is issued you must comply with it.
6. 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 Club 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 Club may result from the actions, omissions or negligence of yourself or others including but not limited to Club employees and volunteers.
7. You voluntarily agree to assume all of the foregoing risks and to accept the sole responsibility for any injury to you or any of your guests which may experience or incur in connection with attendance at the Club's premises. You hereby release, discharge and hold harmless the Club, its employees, 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 thereto. You understand and agree that this release includes any claims based on acts, omissions or negligence of the Club, its employees, agents and representatives whether the COVID-19 infection occurs before, during or after your attendance at any Club premises.
8. You further agree that if you or any of your guests display any flu like symptom then you must immediately notify the Lodge Manager.

.....
Signed

.....
Dated

.....
Print name

WAIVER OF LIABILITY FOR CLUBS WITHOUT RESIDENT MANAGERS

1. The [insert name of 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 Club could increase your risk of contracting COVID-19.
2. The Club has adopted the *World Health Organisation Interim Guide and Operation Considerations for COVID-19 Management in the Accommodation Sector*. You must familiarise and comply with those guidelines and ensure your guests do the same. You will find a copy at <https://apps.who.int/iris/handle/10665/331638>.
3. You must also comply with all Federal and State Government social distancing requirements and guidelines including the requirement to remain at a distance of 1.5 metres from any other individual.
4. You are also responsible for ensuring that all your guests comply with all COVID-19 requirements.
5. Any breach or non-compliance with any COVID-19 requirements may lead to a direction being issued to you and/or your guests to immediately leave the premises. If such a direction is issued you must comply with it.
6. 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 Club 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 Club may result from the actions, omissions or negligence of yourself or others including but not limited to Club employees and volunteers.
7. You voluntarily agree to assume all of the foregoing risks and to accept the sole responsibility for any injury to you or any of your guests which may experience or incur in connection with attendance at the Club's premises. You hereby release, discharge and hold harmless the Club, its employees, 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 thereto. You understand and agree that this release includes any claims based on acts, omissions or negligence of the Club, its employees, agents and representatives whether the COVID-19 infection occurs before, during or after your attendance at any Club premises.
8. You further agree that if you or any of your guests display any flu like symptom then you must immediately notify the Club.

.....
Signed

.....
Dated

.....
Print name

Hygiene advice for people living in residential buildings

Coronaviruses, such as COVID-19, can survive on surfaces for a few hours or up to several days.

This may vary based on the temperature, humidity and type of surface.

Residents and common areas

People living in residential buildings should take care when moving through common areas to reduce the risk of COVID-19:

- Clean your hands with soap and water for 20 seconds or use an alcohol-based hand rub/sanitiser after touching any frequently touched surfaces in common areas. This includes doorknobs or door handles when you enter and exit the building or when using communal washing machines or dryers
- Cover your nose and mouth with a tissue when coughing and sneezing or use your elbow, not your hands
- Avoid close contact with people unwell with cold or flu-like symptoms
- Avoid touching your face and avoid shaking hands with others
- Try to maintain a distance of 1.5 metres from others as much as possible in your apartment block, such as in elevators, stairwells or hallways
- Do not visit your neighbours or gather in groups in common areas such as rooftops or courtyards.

Cleaning guidance for NSW strata managers and body corporates

- Regularly clean frequently touched surfaces in common areas with a detergent followed by disinfectant, or use detergent/disinfectant wipes
- Consider providing adequate alcohol-based hand rub (sanitiser) for residents to use.



More information:

Cleaning surfaces at home to help stop the spread of COVID-19

Coronaviruses, such as COVID-19, can survive on surfaces for a few hours or up to several days. This may vary based on the temperature, humidity and type of surface.

How to clean

Frequently touched surfaces	Less touched surfaces
<ul style="list-style-type: none">• doorknobs• handles• light switches• phones• tablets• touch screens• tables• hard-backed chairs• remote controls• keyboards• desks• toilets• sinks/basins• car steering wheel• car seats	<ul style="list-style-type: none">• floors• walls• ceilings• window blinds• curtains
Regularly clean with a household detergent followed by disinfectant, or use detergent/disinfectant wipes (scrub hard).	Clean using a household detergent or detergent wipes. Use a damp mop on hard floors. Clean walls and window blinds when visibly dusty or soiled. Curtains should be changed regularly and cleaned when soiled.

Detergent or disinfectant?

Detergents help remove germs, dirt, and impurities from surfaces but they do not kill germs.

Disinfectants kill viruses and bacteria but don't remove them from a surface.

Using a detergent then a disinfectant helps lower the risk of spreading infection.

If you have been outside

If you have to leave home for essential reasons like visiting the doctor or grocery shopping, when you return home:

- wash your hands as soon as you enter and after putting groceries or other items away. Wash your hands before you eat
- if you would feel better to do so, remove your shoes and clothing if you have been on public transport or in spaces where you weren't able to keep 1.5 metres from others
- wipe down your phone
- keep your keys in one place.

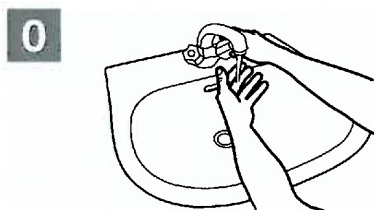


More information:

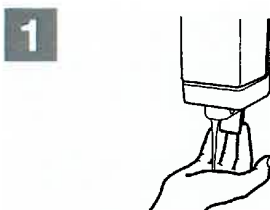
How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

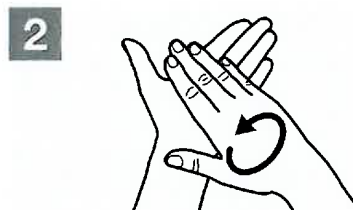
 Duration of the entire procedure: 40-60 seconds



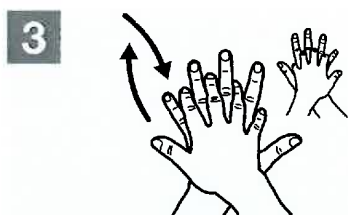
Wet hands with water;



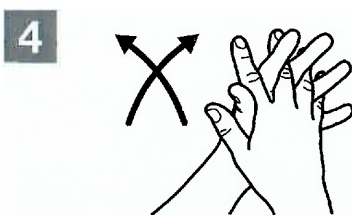
Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



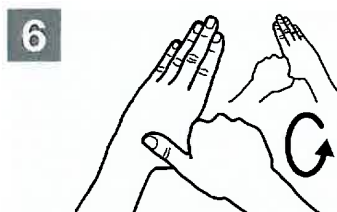
Right palm over left dorsum with interlaced fingers and vice versa;



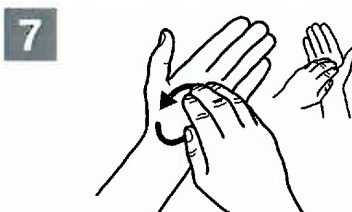
Palm to palm with fingers interlaced;



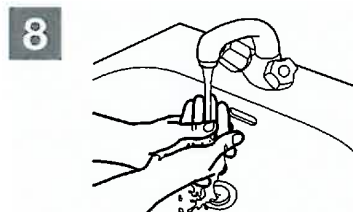
Backs of fingers to opposing palms with fingers interlocked;



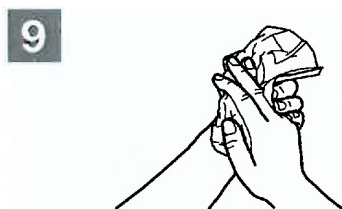
Rotational rubbing of left thumb clasped in right palm and vice versa;



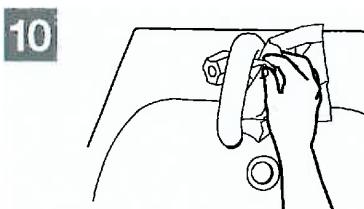
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



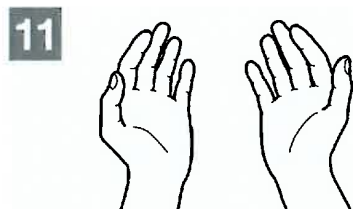
Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.



World Health Organization

Patient Safety

A World Alliance for Safer Health Care

SAVE LIVES
Clean Your Hands

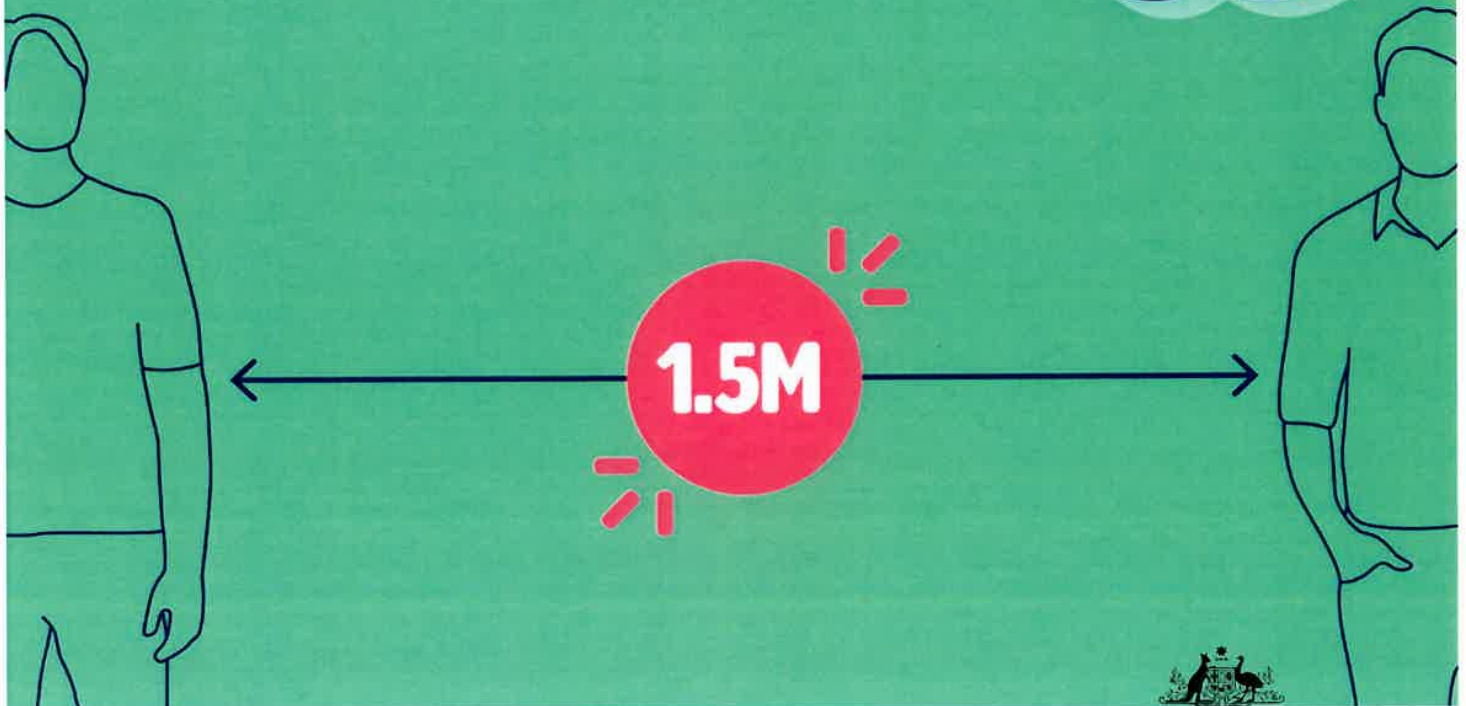
Coronavirus
(COVID-19)

KEEPING YOUR DISTANCE.

Help stop the spread of coronavirus by keeping your distance. Remember, don't shake hands or exchange physical greetings. Wherever possible stay 1.5 metres apart and practise good hand hygiene, especially after being in public places.

TOGETHER WE CAN HELP STOP THE SPREAD AND STAY HEALTHY.

Advice regarding **Coronavirus (COVID-19)** will change regularly. Keep up to date. Visit **health.gov.au**















Australian Government

Coronavirus
(COVID-19)

COVID-19: IDENTIFYING THE SYMPTOMS

SYMPTOMS		COVID-19	COLD	FLU
		Symptoms range from mild to severe	Gradual onset of symptoms	Abrupt onset of symptoms
Fever		Common	Rare	Common
Cough		Common	Common	Common
Sore Throat		Sometimes	Common	Common
Shortness of Breath		Sometimes	No	No
Fatigue		Sometimes	Sometimes	Common
Aches & Pains		Sometimes	No	Common
Headaches		Sometimes	Common	Common
Runny or Stuffy Nose		Sometimes	Common	Sometimes
Diarrhea		Rare	No	Sometimes, especially for children
Sneezing		No	Common	No

Adapted from material produced by WHO, Centers for Disease Control and Prevention.

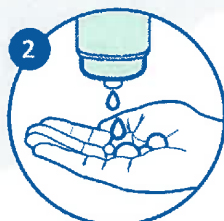
It is very difficult to distinguish between the symptoms of COVID-19, influenza and a cold. If you have any infectious or respiratory symptoms (such as a sore throat, headache, fever, shortness of breath, muscle aches, cough or runny nose) don't go to work. You need to self-isolate and to be assessed by a medical professional. You may need testing for COVID-19. You must not return to work until cleared by a medical professional. You need to ensure that the people you care for are protected and safe.

CLEAN HANDS SAVE LIVES

12 steps to successful everyday handwashing



Wet hands
with water.



Apply enough soap to cover
all hand surfaces.



Lather thoroughly.



Rub hands palm to palm.



Rub hands palm to palm
with fingers interlaced.



Rub back of hand using the
palm of the other with
fingers interlaced.



In a circular motion rub
the tips of fingers in the
palm of the opposite hand.



Clean thumb by
holding it in the other
hand and rotating.



Rub wrist with
the opposite hand.



Interlock fingers and
rub back of fingers
on opposite palms.



Rinse hands
with water.



Dry hands with
clean paper towel and use
paper towel to turn off tap.

Duration
of hand-wash



Researchers think that if everyone washed their hands properly, about 1 million lives would be saved every year.¹

When performed correctly, hand hygiene results in a reduction of microorganisms on hands. Poor hand hygiene contributes to the spread of pathogens, which can cause health issues such as gastrointestinal and respiratory infections.



Please note: These guidelines are for social handwashing only, such as after toilet use and before touching food. This poster is not intended for use in clinical settings.

Coronavirus
(COVID-19)

SIMPLE STEPS TO HELP STOP THE SPREAD.

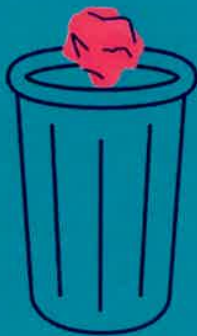
**Cough or sneeze
into your arm**



Use a tissue



Bin the tissue



Wash your hands



HELP
STOP THE
SPREAD
AND STAY HEALTHY

**TOGETHER WE CAN HELP STOP
THE SPREAD AND STAY HEALTHY.**

For more information about **Coronavirus
(COVID-19)** visit **health.gov.au**

