



OPAL SKI CLUB

COVID-19 SAFE OPERATING PLAN

Date: 10 November 2021

Version: 7

Plan completed by: Michael Marzi

Signed:

A handwritten signature in blue ink, appearing to be "M. Marzi", written over a light blue horizontal line.

Date reviewed: 10 November 2021



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1. PURPOSE

OPAL Ski Club located at 20 Goal Post Road, Mt Buller provides accommodation services to its members, their families and guests primarily during the winter snow season. The Club is governed by a committee which is elected by its members. This COVID-19 Safe Operating Plan (CSOP) has been prepared in response to the Coronavirus COVID-19 pandemic.

This plan details how the Club has introduced a range of controls in addition to its normal operations to minimise the health and safety risks to its members and guests who stay in the lodge.

OPAL Ski Lodge is open to members and their guests from 10 November 2021. This will be reviewed as the situation evolves and may be updated to include guests booking directly (the CSOP will refer to members only for now).

1.1 Coronavirus (COVID-19)

Coronavirus is a highly infectious disease which is able to be easily transmitted from person to person throughout the population. In order to stop the spread of this virus it is necessary to put in place procedures to minimise opportunities for transmission and to ensure everyone is aware of these procedures and complies with them.

1.2 Reference Materials

This plan has been prepared in accordance with Victorian government directions and guidelines that are in place at the time of writing.

1.3 Plan Amendments

This CSOP takes effect from the time of opening on 10 November 2021 and will be revised as required to respond to further restrictions, or easing of restrictions, by the Victorian Department of Health and Human Services (DHHS).

No changes are to be made to these guidelines or the Club's operations without the written direction of the Committee. The Committee will continue to remain up to date with any change to directions and guidance and will approve any amendments when they believe they are appropriate.



2. COVID-19 SAFE CONTROLS

In support of government guidelines and directions, the Committee has identified the following actions which everyone is required to follow while within the lodge:

Maintain good personal hygiene

- Wash your hands regularly and thoroughly with soap and warm water.
- Disinfect your hands regularly.
- Cover your mouth with your elbow when coughing or sneezing.
- Manage your clothing and equipment to limit contact with others.
- Stay at home if you feel unwell.

Maintain social distancing

- Limit personal contact.
- Maintain at least 1.5m from other people wherever possible.
- Control the number of people in a room/area in accordance with the density quotient (1 person for every 4m²).
- Limit organising events and social gatherings where possible.
- Avoid large gatherings.
- Where you can't maintain 1.5m from other people, you should wear an approved fitted face mask. Unless an exception applies, you must wear a fitted face mask that covers your nose and mouth – face shields, bandanas, scarves, loose snoods or neck gaiters are not considered a sufficient face covering.

Undertake regular cleaning and disinfecting

- Regularly clean and disinfect high touch areas.
- Keep bedrooms clean.
- Thoroughly clean and disinfect common areas as scheduled.



3. LODGE CAPACITY AND USAGE

Maximum Lodge Capacity – 6 to 22 People

The lodge is required to restrict capacity during the COVID-19 pandemic. These restrictions apply to the building as a whole and to each of the rooms and areas within it. The Committee has determined these capacities in accordance with the following points and the results are included in Annexure 1 – Lodge Capacity Tables.

- The capacity of the total building has been determined by the size of the common areas and bedrooms.
- There are limits to the number of occupants in a bedroom. These vary for families who live together and for groups who do not.
- There are restrictions on how and when areas within the lodge can be used, including the drying room, kitchen, lounge and dining room.

3.1 Opal Members

Members are not permitted to visit the lodge if any of the following apply:

- They have been infected with COVID-19 and have not recovered and are not clear of the infection.
- They have recently returned from overseas and have not been through the required quarantine/isolation period and have not tested negative for COVID-19.
- 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 COVID-19 after the expiration of the incubation period (nominally 14 days).
- They are unwell and/or are showing symptoms of COVID-19 and have not tested negative or those test results are not yet available.

3.2 Lodge Visitors

- No guests or visitors will be permitted within the lodge without the prior consent of the Booking Officer.
- Contractors and other workers are permitted to undertake required works without the prior consent of the Booking Officer.
- People delivering food or other items for members or guests are not permitted to enter the lodge. Members or guests are to arrange collection outside the lodge.



4. LODGE MANAGEMENT

4.1 Lodge Manager

- The Club has appointed a Lodge Manager to oversee the operations of the lodge for the relevant weekend or week (accommodation period). When the Lodge Manager is absent, they will delegate their authority and responsibilities to another member.
- The Lodge Manager is responsible for overseeing the daily operations of the lodge including:
 - Overall responsibility for the management and implementation of the CSOP
 - Lodge induction and explanation of new CSOP to members
 - Managing capacity within the building and rooms/areas
 - Rostering facilities (kitchen, dining areas) and tasks (cleaning, garbage removal)
 - Maintaining lodge occupancy records including names, numbers and times
 - Undertaking cleaning inspections to ensure processes are completed as required
 - Maintaining supplies of all cleaning, sanitising and signage products
 - Managing heating and ventilation to maximise the introduction of fresh air
- The Lodge Manager has the authority to sanction members and guests should they wilfully disregard the rules and the safe operations of the lodge.

4.2 Lodge Bookings

- Bookings will only be accepted from members through Little Hotelier online portal. The Booking Officer will determine if they can be fulfilled in accordance within the capacity limits.
- The Booking Officer will provide each family or group making the booking with an electronic copy of this CSOP and a Liability Waiver form. The information provided outlines the requirements of the CSOP and how it applies to them during their stay at the lodge including:
 - Arrival/departure times
 - Member or guest supplied items
 - Cleaning protocols
 - Shared duties
 - Catering requirements and lodge supplied items
- The Booking Officer will only confirm the booking after the Liability Waiver Form has been signed and returned.
- The Booking Officer will record the full contact details of all confirmed bookings including names, addresses, phone numbers and emails.

4.3 Liability Waiver

The Committee has determined that it is unable to accept the risk of people contracting COVID-19 within the lodge and members and guests **MUST ACCEPT THIS RISK** by signing and returning the Lodge Liability Waiver Form. See Annexure 2 – Please complete the form and return it to the booking officer within 48 hrs before your arrival at the lodge.

<http://www.opalskiclub.com.au/download/Opal%20Covid%20Waiver%20Form.pdf>

4.4 Bookings with COVID-19 Symptoms

Members or guests exhibiting any COVID-19 symptoms prior to check in will be unable to enter the lodge. Anyone with a booking and exhibits COVID-19 symptoms prior to arrival is to contact the Booking Officer to cancel their booking and obtain a full refund.



5. LODGE OPERATIONS

5.1 Check In and Check Out

- On arrival members and guests must meet with the Lodge Manager who will provide an induction and explain the COVID Safe protocols. (Please confirm with the Booking Officer the time you expect to check in and check out.)
- Members and guests who are delayed should contact the Lodge Manager.

5.2 On Arrival

- Please scan the QR code to check-in.
- Hand sanitiser should be used when entering the lodge.
- The Lodge Manager will confirm the names and contact details of all members and guests, and will confirm they do not have COVID-19 symptoms.
- A thermometer is available on arrival for checking temperature.
- Any person displaying COVID-19 symptoms (temperature, coughing, sore throat, tiredness) will not be allowed to enter the lodge and will be advised to return home and seek medical advice.
- The Lodge Manager will confirm members and guests have reviewed each element of this CSOP.

5.3 Signage

- Signage has been installed throughout the lodge to assist in educating and reminding members and guests of their responsibilities.

5.4 Room Plans

5.4.1 Lodge Entry/Exit: Capacity 2 People

- At the main entrance, signage includes:
 - Do not enter if unwell
 - Please use hand sanitiser
 - Please wash your hands regularly and at all times before leaving your room
 - Please strictly observe the established social distancing protocols of 1.5m spacing and number limits displayed in common areas
 - Please do not visit other bedrooms
- Hand sanitiser has been provided at the entry foyer for use by everyone entering the lodge.
- You must not enter the foyer if this will exceed the maximum capacity.



5.4.2 Wet Area: Capacity 4 People

- Each member or guest has been allocated a dedicated space for equipment storage and people are to contain all equipment within their designated area.
- You must not enter the wet area if this will exceed the maximum capacity.
- Members or guests should nominate one person from their family/group to transfer skis/boards from outside the lodge and into/out of the wet area.

5.4.3 Drying Room: Capacity 2 People

- Each bedroom has been allocated a dedicated space in the drying room and people are required to only use their designated space.
- The only items permitted in the drying room are:
 - Outwear jackets and pants
 - Ski boots
 - Wet gloves, which must be sanitised before they are brought into the drying room
- Outerwear or boots that have been in contact with others should be sanitised with a disinfectant wipe before being put into the drying room.
- All other equipment including goggles, helmets, face wear and dry gloves are to be stored in bedrooms.

5.4.4 Downstairs Toilet and Store Room

- The downstairs toilet and adjacent store room is closed and are not available for use.

5.4.5 Bedrooms: Capacity – Refer to Annexure 1 – Lodge Capacity Tables

Occupancy

- Bedroom occupancy will be determined at the time of booking and no changes can be made without approval from the Lodge Manager or Booking Officer at their discretion.
- Bedrooms must only be occupied by the people who have booked them. You are not permitted to enter bedrooms you've not booked.
- Signage has been installed within each bedroom advising occupants to regularly wash their hands with soap and water for 20 seconds.
- On the day of departure, occupants are required to clean and disinfect their bedroom in accordance with the cleaning guidelines and checklist.

Linen

- Pillows and blankets have been removed from bedrooms and each member and guest is responsible for the supply of these items.
- Members and guests must bring sheets to cover mattresses.



Lodge Manager Check

- Following departure, the Lodge Manager will undertake a cleaning inspection to check all tasks have been completed in accordance with the cleaning instructions.
- If members and guests have not cleaned and disinfected their room as required, the Lodge Manager may arrange for the room to be thoroughly cleaned prior to the next check-in and charge the responsible members and guests accordingly.

5.4.6 Bathrooms

- Ensuites have been stocked with hand soap, bathroom cleaning and disinfectant materials.
- Guests are required to undertake a 'wipe down process' prior to and after each use.
- On the day of departure, guests are required to clean and disinfect their ensuite in accordance with the cleaning guidelines and checklist.

5.4.7 Kitchen: Capacity 2 People

- Members and guests are encouraged to bring pre-prepared meals or arrange take away to minimise use of the kitchen.
- The Lodge Manager will manage a roster for use of the kitchen.
- Hand sanitiser and disposable gloves are available in the kitchen area.
- Prior to commencement of cooking, the area is to be wiped down with a disinfectant wipe.
- All cooking utensils are to be either washed and sterilised during/after meal preparation, or placed in the dishwasher, or set aside for washing promptly after the meal is finished.
- One person from each group is to serve the meal to the dining area – there is to be no buffet style meal collection.
- When the meal has been served, the bench surfaces are to be immediately cleaned and wiped with approved disinfectant wipes.
- On completion of the meal, all remaining dishes and cooking equipment are to be rinsed and placed in the dishwasher for washing.
- Dishes are to be air dried and stored when dry. No tea towels are to be used. (Tea towels have been removed.)
- In accordance with the hospitality guidelines, all shared condiments have been removed and members and guests are required to provide their own.
- Members and guests must only use the pantry shelves and fridge/freezer spaces allocated to their bedroom.

5.4.8 Dining Area: Capacity 6 People

- Hand sanitiser is available in the dining area.
- The 1.5m rule applies and tables should be configured and spaced to achieve social distancing (other than family groups, who may sit at the same table without the social distancing rules applying).
- People who are not part of the same booking are not permitted to have a meal together.
- Where possible, the number of people at a table is to be limited to 3 people.
- Meals are to be consumed in a timely manner, and members and guests are required not to linger beyond their allotted time so that the area is available for others.
- Tables and chairs are to be wiped down with a disinfectant wipe immediately following any spillage or after dining has concluded.



5.4.9 Living Area: Capacity 4 People

- Hand sanitiser is available in the living area.
- The 1.5m rule applies and tables may be configured/spaced where possible to achieve social distancing (other than family groups, who may sit together without the social distancing rules applying).
- Following use of the living area, members and guests are required to wipe down with a disinfectant wipe any spillage, high touch or hard surfaces which they have been in contact with.

5.4.10 Lounge/TV Area: Capacity 10 People

- Hand sanitiser is available in the lounge area.
- The 1.5m rule applies and tables may be configured/spaced where possible to achieve social distancing (other than family groups, who may sit together without the social distancing rules applying).
- Following use of the lounge area, members and guests are required to wipe down with a disinfectant wipe any spillage, high touch or hard surfaces which they have been in contact with.



6. CLEANING AND DISINFECTING

Cleaning and disinfecting are a critical control and these protocols have been developed to minimise the risk of contamination of surfaces.

6.1 Definitions

- **Cleaning.** Uses detergents to physically remove germs, dirt and organic matter from surfaces. Cleaning does not kill germs but reduces the amount of germs that can be transmitted.
- **Disinfecting and sanitising.** Uses chemicals to kill germs on surfaces. It is important to clean before disinfecting because organic matter and dirt can reduce the ability of disinfectants to kill germs.
- **Wipe down.** Means using a disposable disinfectant wipe to wipe down a surface before discarding the wipe. This includes:
 - Bathrooms. Wipe down all hard surfaces, including tiles and splash backs, vanities, bench top and taps, mirrors, toilet cisterns, seats and covers, shower screens and shower taps.
 - Kitchen. Wipe down all hard surfaces including tiles and splash backs, bench top, sinks and taps, cupboards and handles, appliances including stove, oven, fridges, etc.
- **2-in-1 cleaning and disinfecting.** A physical clean using a combined detergent and 1000 ppm bleach solution (2-in-1 clean) made up daily from a concentrated solution.
- **Two step cleaning and disinfecting.** A physical clean using detergent and water followed by a clean with 1000 ppm bleach solution. Bleach solutions should be made fresh daily.

6.2 Cleaning

6.2.1 Preparation

- Wash your hands using soap and water and dry with paper towel before and after undertaking any cleaning.
- Use a hand sanitiser before putting on and removing gloves.
- Use disposable gloves.
- Avoid touching your face, mouth, nose, or eyes.
- Follow the directions on the containers, including appropriate use of PPE.
- Dispose of gloves and masks in a leak-proof plastic bag.

6.2.2 Routine Cleaning

- All common or shared areas of the lodge are to be cleaned at least twice a day.
- Routine cleaning is to follow the 2-in-1 process and include adding a disinfectant to all cleaning solutions.



6.2.3 High Touch Cleaning

- Common and frequently touched surfaces are to be cleaned with a disinfectant wipe down multiple times a day in accordance with the cleaning schedule (see Annexure 4 – Cleaning Guidelines).
- Special attention is to be given to surfaces such as handrails, window winders, wall heater switches, tabletops, door handles, light switches, tables, toilets, taps, TV remotes, kitchen surfaces and cupboard handles.
- High touch surfaces should be cleaned and disinfected more frequently, including:
 - Eating and drinking utensils and storage receptacles
 - Tables and chairs (including underneath)
 - Kitchen and food contact surfaces
 - Door, cupboard and refrigerator handles
 - Handrails
 - Tap handles
 - Light switches
 - TV controls

6.3 Lodge Cleaning Schedule

The Lodge Manager is responsible for preparing a cleaning roster to ensure all of the lodge is cleaned in accordance with this CSOP.

6.3.1 Cleaning Checklists

Checklists have been prepared to assist with cleaning, including:

- Bedrooms
- Ensuites
- Kitchen
- Dining, lounge and living rooms
- Wet area and drying rooms

6.3.2 Cleaning Records

The Lodge Manager will maintain a register of all cleaning and disinfecting, including names and the time it was completed.

6.3.3 COVID Response Deep Clean

If the lodge has a member or guest who tests positive while in residence, the Lodge Manager will arrange for a COVID Safe deep clean, by a contract cleaner, to be undertaken in accordance with the guidelines.



7. COVID-19 CASE

7.1 Person Exhibiting Symptoms

- If any person staying at the lodge starts to feel unwell and exhibit symptoms of COVID-19, they are required to self-isolate in their bedroom and advise the Lodge Manager.
- The Lodge Manager will coordinate with the person how and where they are able to get tested within the resort.
- Advice can be obtained from the COVID-19 hotline (1800 675 398).

7.2 Isolation Procedure

- People who are staying in a bedroom with only the ordinary members of their household can self-isolate in that space (as long as 1.5m physical distancing can be maintained). Close contacts and other family members shall ensure they maintain good hygiene and socially distance to minimise potential spread of the infection. If that person is a minor, their parent or guardian shall be responsible for the care of that minor and the parent or guardian will also be isolated.
- People who are staying in a bedroom shared with non-ordinary members of their household will be required to self-isolate in another location.
- The Lodge Manager will as soon as practical inform all occupants of the lodge of the risk of infection. Additional cleaning may be required in the areas the potentially-infected person has accessed.

7.3 Infection Confirmed Positive

If a member of guest is found to test positive to COVID-19 the following process will adhered to:

- The Lodge Manager is to be informed.
- The Lodge Manager is to inform the Resort Management Board.
- The infected person (and their family members/close contacts) is to remain in isolation while arrangements are made to transfer them either home or to appropriate medical care.
- The Lodge Manager will work with the DHHS and follow directions as required.

If there is a positive case it is anticipated the lodge will then need to close for a period of time for deep cleaning and the Committee will follow advice from the DHHS regarding reopening.



ANNEXURES

Annexure 1 – Lodge Capacity Tables

Annexure 2 – Lodge Liability Waiver Form

Annexure 3 – Kitchen Meal Preparation Roster in use at the lodge

Annexure 4 –Cleaning Guidelines displayed at the lodge



Annexure 1 – Lodge Capacity Tables

Summary

The lodge has a capacity of between 6 and 22 occupants depending on the normal living arrangements of the occupants at the time.

Capacity Calculations

The lodge capacity is determined by the lesser of the Density Quotient for the common areas (37), which remains constant and the Bedroom Occupancy which will vary depending on occupant profile.

Space	Length	Width	Area m ²	4m Rule Occupancy
Airlock	3.5	1.4	4.9	1
Wet Area	3.6	7.1	25.26	6
Drying Room	3.6	1.7	6.12	2
Toilet & Store	Closed			
Members' Locker Room	4.3	1.2	5.16	1
Kitchen	3.2	3.5	11.2	2
Dining	7.3	3.3	24.09	6
Living	4.7	3.6	16.92	4
Lounge	7	5.5	38.5	10
Plant Room	10.8	1.5	16.2	2
TOTAL CAPACITY				34

The Density Quotient is determined by measuring the total area of a space (in square metres) then dividing by 4.

Bedroom Occupancy Calculations:

- Bedrooms cannot be shared between booking groups.
- If people sharing a bedroom ordinarily live together then the bedroom capacity is determined by the Family/Group Occupancy Quotient.
- If people sharing a bedroom do not ordinarily live in a household together or are not in a relationship, the bedroom capacity must not exceed this density quotient:
 - in the case of a bedroom with a total floor area of less than 12 square metres, one person;
 - in the case of a bedroom with a floor area of 12 square metres or more, 2 persons and an additional person for every 4 square metres of floor area that exceeds 12 square metres.

Space	Length	Width	Area m ²	Total Area m ²	Group Occupancy	4m Rule Non Group Occupancy
Alpine	8.4	1.7	14.28	20	3	1
• Ensuite	2.6	2.2	5.72			
Boomerang	8.4	1.7	14.28	20	3	1
• Ensuite	2.6	2.2	5.72			
Chamois	3.5	2.5	8.75	12	4	1
• Ensuite	2.5	1.3	3.25			
Delatite	3.5	2.5	8.75	12	4	1
• Ensuite	2.5	1.3	3.25			
Enzian	4.5	1.8	8.1	14.04	4	1
• Ensuite	3.5	1.78	5.95			
Federation	4.5	1.8	8.1	14.04	4	1
• Ensuite	3.5	1.78	5.95			
TOTAL BEDROOM CAPACITY					22	6



Annexure 2 – Lodge Liability Waiver Form

This form will be sent as an email to each member prior to the booking start date and members must reply that they have read and agree to this before the booking is confirmed.



WAIVER OF LIABILITY

1. The OPAL 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 adopted the latest Tourism and Accommodation Services sector guidance. Please familiarise and comply with these guidelines and ensure your guests do the same. [See guidelines here.](#)
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 and wear an approved fitted face mask. [See latest information here.](#)
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 completing 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 Club members 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 lodge. You hereby release, discharge and hold harmless the Club, its employees, Committee and Members 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 Committee and Members whether the COVID-19 infection occurs before, during or after your attendance at the lodge.
8. In the interest of protecting the health and well-being of our guests, prior to you entering OPAL Ski Lodge we ask you to complete the following questions related to your travel and health activities. We ask that you are honest and take your share of responsibility when responding so that we can all do our best to prevent the spread of COVID-19 in the lodge and the community. You further agree that if you or any of your guests display any flu like symptoms then you must immediately notify the Lodge Manager and/or Committee.



I/We declare that:

- I am/We are not required to be in self-isolation/self-quarantine.
- To the best of my knowledge, I/we have not been in close contact with a person who has a reported or suspected case of coronavirus (COVID-19) in the past 7 days.
- I am not waiting on a COVID-19 test result or required to be isolating due to having been to an exposure site in the last 7 days.
- I/We have not been in a COVID-19 hotspot (as defined by the Chief Health Officer) in the past 7 days.
- I/We have not had a fever, cough, sore throat, shortness of breath or other cold/flu-like symptoms in the last 72 hours and are otherwise well.
- I/We have provided a COVID-19 Vaccination Certificate confirming double vaccination to the Booking Officer, or certificate of exemption (>12 years old).

If you did not tick all the above, you may be referred to Victoria Police or a local health authority.

- I/We agree to comply with all social distancing measures, good hygiene practices and lodge rules.
- I declare that the answers I have provided above are true and accurate for myself and all the listed parties who are residing with me.

Please list all the people (adults and children) covered by this declaration:

Person 1 (you) _____

Person 2 _____

Person 3 _____

Person 4 _____

Person 5 _____

Person 6 _____

Signature _____ Date _____

(To be signed by the Member making the booking on behalf of all the adults and children in their booking.)



Annexure 3 – Kitchen Meal Preparation Roster



KITCHEN MEAL PREPARATION ROSTER

Please write your name/family group name to a meal time to suit (time slot includes kitchen and cleaning time).
Where possible please bring pre-cooked meals.

	Alpine	Boomerang	Chamois	Delatite	Enzian	Federation
BREAKFAST						
7.00 - 7.20am						
7.25 - 7.45am						
7.50 - 8.10am						
8.15 - 8.35am						
8.40 - 9.00am						
9.05 - 9.25am						
LUNCH						
12.00 - 12.20pm						
12.25 - 12.45pm						
12.50 - 1.10pm						
1.15 - 1.35pm						
1.40 - 2.00pm						
2.05 - 2.25pm						
2.30 - 2.50pm						
DINNER						
5.30 - 6.00pm						
6.05 - 6.35pm						
6.40 - 7.10pm						
7.15 - 7.45pm						
7.50 - 8.20pm						
8.25 - 8.55pm						



Annexure 4 – Cleaning Guidelines



COVID CLEANING

As part of Opal's Covid safety plan we are required to clean all **HIGH TOUCH SURFACES** twice a day. This list is to aid you as you clean. Please only use the **DISINFECTANT WIPES** or **DISPOSABLE CLOTHS** with **PRESCRIBED DISINFECTANT** and **DISPOSABLE GLOVES**. Thank you for your assistance.

GROUND FLOOR

- All light switches
- Front door frame and door handle
- Wet area door frames and handles
- Drying room door and handle
- 7th toilet door handle
- Locker room door and door handle
- Storeroom door and door handle
- Both bunkroom doors and door handles
- Wet area bench top
- Staircase handrails heading upstairs
- Electricity meter door cover
- Vacuum point
- Fire hose door and handle

FIRST FLOOR – DINING AREA, LIVING AREA AND LOUNGEROOM

- All light switches
- All three fridges
- All vacuum points
- Thermostat
- Both bedroom doors and door handles
- Handrail in dining room
- Tops of all tables
- Seat and frame of dining chairs
- Arm rests of wooden chairs and fabric covers in living area
- Both sliding doors – frame and handles
- Window winders
- TV and cabinet
- Lounge room furniture all surfaces
- Fireplace mantle and hearth
- Fire on/off switch
- Both roller blind cords
- Staircase handrails heading upstairs

SECOND FLOOR

- Light switches
- Ceiling fan switch
- Fire hose cupboard and handle
- Vacuum point
- Both bunkroom doors and door handles



COVID CLEANING | BEDROOMS

As part of Opal's Covid safety plan we are required to clean all **HIGH TOUCH SURFACES** in the bedrooms and ensuite bathrooms. This list is to aid you as you clean. Please only use the **DISINFECTANT WIPES** or **DISPOSABLE CLOTHS** with **PRESCRIBED DISINFECTANT** and **DISPOSABLE GLOVES**. Thank you for your assistance.

Alpine and Boomerang

- Doors and door handles
- All light switches and power points
- Fire escape door and handle
- Window winder
- Broom and mop handles
- Vanity cabinet top, basin, taps and shelving
- Towel rails
- Shower door, shower head, tap and soap cavity
- Toilet cistern, toilet seat (use toilet paper to clean) and lid

Chamois, Delatite, Enzian and Federation

- Doors and door handles
- All light switches and power points
- Fire escape door and handle
- Window winder
- Broom and mop handles
- Vanity cabinet top, basin, taps and shelving
- Towel rails
- Shower door, shower head, tap and soap cavity
- Toilet cistern, toilet seat (use toilet paper to clean) and lid
- Bunk rails and ladder
- Shelving racks
- Clothing hooks



COVID CLEANING | KITCHEN

As part of Opal's Covid safety plan we are required to clean all **HIGH TOUCH SURFACES** in the kitchen. Cleaning is to be done prior to and after you use the kitchen. This list is to aid you as you clean. Please only use the **DISINFECANT WIPES, DISPOSABLE CLOTHS** with **PRESCRIBED DISINFECTANT** and **DISPOSABLE GLOVES**. Thank you for your assistance.

- All work surfaces
- Window winders
- Pigeon holes
- Cupboards, drawers and handles
- Sinks and draining board
- Light switches
- Power points
- Pull out bins
- Taps
- Front of exhaust fans
- All appliances including knobs
 - Dishwasher
 - Oven and cooktop
 - Hotplate
 - Microwave
 - Kettle
 - Toaster
 - Sandwich press



Annexure 5 – Cleaning and Disinfection Frequency and Responsibility

Area	Scope	Responsibility	Cleaning & Disinfection Frequency
Bedrooms	Exposed bunk edges, rails, shelving, doors handles.	Users.	Clean and disinfect shared surfaces and fittings before and after each use. Cleaning and disinfecting products, hand sanitiser and gloves are available for users to clean and disinfect the surfaces they use.
Bathrooms	All surfaces, objects and fixtures, e.g. sink, taps, toilet, shower cubicle, door handles.	Lodge Manager in association with users in accordance with COVID-19 Safe Operating Plan.	Full daily cleaning and disinfection at night or early morning with high touch points cleaned a second time.
Public Spaces/ Common Areas	Touch points in wet area, staircase, handrails, door knobs/handles, light switches, rubbish bins.	Lodge Manager in association with users in accordance with COVID-19 Safe Operating Plan.	Full daily cleaning at night or early morning with high touch points cleaned a second time.
Kitchen	All surfaces and fixtures, e.g. sink, taps, appliances, pantry shelves and cupboard doors.	Lodge Manager in association with users in accordance with COVID-19 Safe Operating Plan.	Full daily cleaning and disinfection at night or early morning with high touch points cleaned a second time after use.
Dining Area	All dining surfaces including chairs, tables, etc.	Lodge Manager in association with users in accordance with COVID-19 Safe Operating Plan.	Full daily cleaning and disinfection at night or early morning with high touch points cleaned a second time.
Lounge and Living Areas	Staircase, hand rails, door knobs, light switches, lounge furniture surfaces, etc.	Lodge Manager in association with users in accordance with COVID-19 Safe Operating Plan.	Full daily cleaning and disinfection at night or early morning with high touch points cleaned a second time.
Tools, equipment, e.g. ladders, fittings	Door handles, key pad, handles and other high-touch areas.	Users.	Clean and disinfect before and after each use.