

**> BE COVID SAFE.  
HELP NSW STAY IN BUSINESS.**



## Your COVID-19 Safety Plan

### Caravan parks and camping grounds

#### Business details

<b>Business name</b>	Orienteering NSW Inc and Orienteering ACT Inc
<b>Business location (town, suburb or postcode)</b>	Canobolas Scout Camp, Lake Canobolas Rd, Nashdale NSW 2800
<b>Completed by</b>	Helen O'Callaghan
<b>Email address</b>	<a href="mailto:bushnbeachoc@gmail.com">bushnbeachoc@gmail.com</a>
<b>Effective date</b>	12 February 2021
<b>Date completed</b>	24 March 2021

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#### Wellbeing of staff and customers

**Advise staff and visitors who are unwell with symptoms consistent with COVID-19 to immediately get tested and stay in their accommodation or home until they have received their result.**

Anyone with symptoms of COVID-19, even mild symptoms, should not attend an event or training session before they receive a negative COVID-19 test result. Symptoms of COVID-19 include: fever (37.5 ° or higher), cough, sore throat, shortness of breath (difficulty breathing), runny nose, loss of taste, loss of smell. [From NSW Health website].

In addition, organisers will refuse entry by campers who live in regions where the NSW

or Australian Government has restricted travel. Organisers will also monitor whether campers have been to a current COVID-19 case location in NSW and interstate and will refuse entry if that is appropriate.

**Consider how visitors could be isolated while awaiting results where practical.**

If a camper becomes unwell during their stay, they will be required to stay within their campsite until they can go home or until they have received their COVID-19 test result.

If needed, one of the amenities blocks can be isolated and used separately from the other two blocks. Organisers will bring signs that can be used to label amenities blocks if needed.

**Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning.**

A list of local testing clinics will be available to all campers.

Physical distancing posters will serve as a reminder to all campers to maintain physical distancing.

There are no staff on-site so volunteers will be tasked with cleaning the common areas each day.

Campers will be asked to clean up after themselves when they use common areas.

**Display conditions of entry (website, social media, venue entry).**

The conditions of entry will be displayed at the entrance gate and at the door to the main Mess Hall. Organisers will also send an email reminder to all campers in the days prior to arrival, with a copy of the COVID-19 plan and the conditions of entry.

**Consider whether appropriate cancellation or similar flexible booking policies are in place where customers cancel due to COVID-19 factors (such as being unwell or awaiting test results).**

The booking system for this camp is electronic and completely flexible. Those that cancel due to COVID-19 factors will not be charged. All campers have pre-booked.

**Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these**

**sub-premises are indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.**

There is no other public access to the premises or sub-premises. Those coming to the camp activities program will be required to check in using the QR code that we have set up for the duration of our use of the Scout Camp.

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## **Physical distancing**

**Where practical, have a staff member responsible for ensuring physical distancing of camp sites.**

A volunteer will be placing marker wands to ensure that campsites are a suitable distance apart. All campers have been asked not to set up camp until this is done.

**Ensure any communal areas where people gather, such as BBQ or kitchen facilities, maintain capacity limits of one person per 2 square metres and appropriate physical distancing wherever practical.**

All campers have been informed that the capacity of the main Mess Hall is 68 people. Organisers have created a booking sheet to ensure that this is not exceeded at the main meal times. Organisers have informed all campers that they will be sharing responsibility to ensure that the capacity limit is adhered to. At peak times of day, we will have a volunteer COVID Marshal responsible for regular checking of numbers in the Mess Hall. We will also seek to increase natural ventilation by opening windows and doors where possible.

**Visitors staying at the grounds, and people residing in the grounds, may have guests in line with the number permitted under the legislation at that time.**

The only visitors that will be allowed on site will be those participating in our organised camp activities. They will be informed of the COVID-19 plan, the conditions of entry, and will be required to register with the QR code that we have set up for the duration of our stay at the Scout Camp.

**Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in office or meeting rooms.**

All campers will be encouraged to maintain physical distancing. The capacity number for each building will be clearly displayed, and a waiting area (eg for amenities) will be

established outside the building.

### **Use telephone or video for essential meetings where practical.**

Event planning and other meetings should be held by telephone or video platforms where this is practical.

### **Review regular deliveries and request contactless delivery and invoicing where practical.**

There is not expected to be any business deliveries during our stay at the Scout Camp.

**Education programs should be conducted in accordance with the NSW Government guidelines on Schools and Childcare. Students do not need to follow strict adult physical distancing guidelines but should follow good hygiene practices. Staff should continue to maintain 1.5m physical distancing from students where practical.**

We will inform our volunteers who are conducting camp activities for adults and children to continue to follow physical distancing guidelines at all times. Many of our activities will be outdoors and/or off-site.

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## **Hygiene and cleaning**

### **Adopt good hand hygiene practices.**

All campers will be encouraged to wash and/or sanitise their hands regularly. Campers have been asked to sanitise before and after using common areas and have been asked to bring their own hand sanitiser.

**Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. If grounds are remote with minimal staffing, then visitors should be informed to bring their own hygiene equipment.**

Organisers will provide a hand-washing poster in each amenities room if there is not one provided already. Campers have been asked to provide their own soap, towels and hygiene equipment.

**Clean frequently used indoor hard surface areas (including children's play areas) at**

**least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day. If grounds are remote with minimal staffing, then visitors should be informed to practise good hygiene and bring their own cleaning equipment.**

Volunteers from amongst the campers will mop the floor and wipe down tables, chairs and door handles in the Mess Hall and Kitchen after each meal time. They will be provided with gloves and suitable detergent/disinfectant for this task.

**Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.**

Where disinfectants are being prepared and used, we will ensure the manufacturer's instructions are followed and appropriate protection is used (eg rubber gloves, impermeable apron, closed shoes, eye protection, face mask).

**Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.**

All volunteers involved with cleaning will be provided with gloves and advised to wash their hands thoroughly with soap and water both before and after cleaning duties.

**Encourage contactless payment options.**

Organisers will encourage contactless payment options.

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## **Record keeping**

**Keep a record of name, contact number and entry time for all staff, visitors and contractors wherever possible for a period of at least 28 days. Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.**

The booking process is capturing all camper's contact details and these are stored in electronic spreadsheet format. In addition, registration using our QR code will be required of all campers and visitors to the camp. The contact person listed above will be able to provide records upon request from an authorised officer.

**Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](https://nsw.gov.au)**

Records gathered for COVID-19 tracing purposes will be stored by the NSW Govt websites.

**Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.**

Camping information will recommend that all campers and visitors download the COVIDsafe app and have their phone with them when they are at the Scout Camp.

**Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.**

We will do this.

**I agree to keep a copy of this COVID-19 Safety Plan at the business premises**

Yes