

Woodstock COVID-19 Protocols v1.2

This practical document has been prepared to help staff / contractors / hirers manage the risk of coronavirus (COVID-19) transmission during the COVID-19 pandemic. It will be updated as new information comes to light and as lockdown stages and social isolation measures change.

All actions taken by camps, schools, outdoor activity providers and other users remain the responsibility of that person or organisation. Please read and sign Appendix A to confirm you understand your obligations regarding the Woodstock COVID-19 Protocols Version 1.2.

This document also highlights our responsibility and legal duties during the COVID-19 pandemic. The information in this document has been collated using a variety of published sources and Woodstock acknowledges these sources (References).

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What are the symptoms of COVID-19?

A coronavirus infection may cause mild to severe respiratory illness. The most common coronavirus (COVID-19) symptoms reported are:

- fever
- breathing difficulties and breathlessness
- cough
- sore throat
- fatigue or tiredness

COVID-19 is most likely to spread from person-to-person through:

- Close contact with an infected person by breathing in micro-droplets from a person sneezing or coughing
- Touching objects or surfaces contaminated by a person with the infection, then touching own mouth, nose, or eyes.

If you develop a fever, cough, sore throat, tiredness, and shortness of breath, you should seek urgent medical advice through your doctor. You must remain isolated for 14 days until it is safe for you to return to your usual activities. For further information please visit the link below:

https://www.health.gov.au/sites/default/files/documents/2020/04/coronavirus-covid-19-frequently-asked-questions_10.pdf

Management responsibilities to Staff

Employers have a duty of care to provide and maintain, so far as is reasonably practicable, a working environment that is safe and without risks to the health of employees. This includes preventing and reducing risks to health and safety associated with potential exposure to COVID-19.

Employers must identify the level of risk to the health of employees from exposure to COVID-19 at their workplace. This must be done in consultation with employees, so far as is reasonably practicable. Some activities that may pose a risk of exposure to COVID-19 include:

- using shared tools / equipment etc
- sharing facilities such as bathrooms, kitchens, and communal areas.

Employers should implement a screening process to minimise the introduction of COVID-19 e.g. asking employees if they have travelled overseas, been in contact with any confirmed cases of COVID-19 or if they have flu-like symptoms. A record of responses should be kept.

We recommend staff complete an online training COVID -19 course. Please refer to below link:

<https://www.health.gov.au/news/how-to-protect-yourself-and-the-people-you-are-caring-for-from-infection-with-COVID-19>

Employers also have duties under the WHS Act to:

- Provide and maintain a working environment that is safe and without risks to the health of employees and independent contractors / hirers
- Provide adequate facilities for the welfare of employees and independent contractors / hirers
- Monitor the health of their employees by providing information, instruction, training or supervision to employees and independent contractors / hirers as is necessary to enable those persons to perform their work in a way that is safe and without risks to health
- Monitor conditions at the workplace under their management and control.

Employees / independent contractors / hirers also have duties under the WHS Act:

- Take reasonable care for their own health and safety and that of persons who may be affected by their acts or omissions at a workplace
- Take every reasonable step to maintain personal hygiene, clean and disinfect communal areas and ensure physical distancing as referred to under the Qld Government health directives
- Co-operate with the employer / landlord / business with respect to any action taken by the employer / landlord / business to comply with a requirement imposed by or under the WHS Act.

Maintaining Personal Hygiene

- Woodstock will ensure adequate supplies of soap / hand sanitiser in high traffic areas
- Woodstock will display hygiene information in prominent locations such as kitchens and bathrooms
- Woodstock will provide hand washing facilities such as a wash basin, clean running water and soap
- Woodstock will ensure rubbish bins have foot pedal bins in each facility
- Woodstock will ensure all staff follow good hygiene practices, including washing hands frequently with soap and water for at least 20 seconds, covering coughs and sneezes into their elbow or shoulder and avoid touching eyes, nose, or mouth
- Hirers, contractors and young people will ensure they follow good hygiene practices whilst at Woodstock, including washing hands frequently with soap and water for at least 20 seconds, covering coughs and sneezes into their elbow or shoulder and avoid touching eyes, nose or mouth.

Cleaning and Disinfection

Whilst you are visiting or working at Woodstock, thorough and regular cleaning needs to be undertaken of all transit areas, communal and meal break areas, shared facilities such as bathrooms and kitchens, and shared equipment.

During your visit at Woodstock please ensure you:

1. Clean, sanitise and disinfect frequently touched surfaces and shared objects multiple times per day
2. Avoid use of items that are not cleaned, sanitised, or disinfected
3. Ensure the dishwasher at Hancock House (at hottest setting) is used to clean and disinfect all crockery / pans etc
3. Ensure safe and correct application of disinfectants (and keep products away from young people)
4. Ensure circulation of outdoor air as much as possible by opening windows and doors and using fans throughout the facilities.

A commercial cleaner will be arranged by Woodstock staff after each Hirer departs the facility.

Physical Distancing - Indoors

An indoor gathering refers to a gathering within a single enclosed area (please ensure you restrict gatherings to 50 people):

- Restrictions require that the size of the premises allows for at least 4 square metres of space per person
- Physical distancing of at least 1.5 metres between individuals be implemented.

Physical Distancing - Outdoors /activities

Plan to undertake activities with at least 1.5 metre distance between participants (including staff). Plan the activity program to avoid the shared use of equipment or close contact wherever possible.

Shared equipment

As a hirer or contractor please ensure when sharing equipment that you:

- Use the cleaning product provided by Woodstock (e.g. alcohol spray or solution) to wipe over the equipment
- Keep clean products with equipment as it moves around the facility
- Ensure all parts of the equipment are wiped down before and after use with alcohol cleaner
- Ensure all staff and young people thoroughly wash / sanitise their hands before and after every use
- Disinfect phones, desks, laptops, and other devices regularly.

First Aid

Always wash hands with soap and water or use a hand sanitiser before and after providing first aid. Standard precautions should be adopted when providing first aid e.g. gloves, mask and plastic apron when dealing with blood or body fluids/substances.

What to do if a Staff Member or Young Person is Suspected of Having COVID-19:

1. If there is a suspected or confirmed case of COVID-19, please report it immediately to Woodstock staff and the National Coronavirus Helpline on 1800 020 080 (which operates 24 hours a day, 7 days a week)
2. The young person or staff member experiencing symptoms of COVID-19 (fever, cough, or sore throat) should be isolated in an appropriate space with suitable supervision and collected by a parent/carer immediately
3. Woodstock and the hirer will suspend the camp or activity immediately
4. The hirer will inform Woodstock staff on the site locations for cleaning and disinfection after the infected person has vacated
5. Woodstock will engage a commercial cleaner to implement an appropriate cleaning and disinfection service of the facility in question.

Woodstock will review and revise protocols regularly to ensure risks are effectively controlled.

References:

<https://www.health.gov.au/news/australian-health-protection-principal-committee-ahppc-advice-on-reducing-the-potential-risk-of-covid-19-transmission-in-schools-24-april-2020>

https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-what-you-need-to-know_7.pdf

<https://www.covid19.qld.gov.au/>

<https://www.safeworkaustralia.gov.au/covid-19-print-pack/736/733>

QLD Workplace Health and Safety Act 2011

<https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-2011-018>

<https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers>

Australian Camps Association Member Resources ☑ COVID 19

APPENDIX A

1. You have read the Woodstock COVID-19 Protocols V1.2 and understand your obligations and responsibility in relation to managing the risk of coronavirus (COVID-19) transmission at Woodstock during the COVID-19 pandemic
2. You accept responsibility that if a staff or young person within your organisation has the symptoms of COVID-19 when visiting Woodstock that you cancel the activity booking immediately and inform Woodstock staff
3. If you do not comply with the Woodstock COVID-19 Protocols V1.2, you accept that Woodstock reserves the right to terminate the booking / activity immediately
4. You must not make any public announcements or advertisements related to Woodstock
5. You must ensure that all information, declarations, statements provided to Woodstock be complete, accurate, current, and not misleading
6. You accept that the risk, responsibility, and liability is solely yours when making a booking, staying at the facilities, or visiting Woodstock during the COVID-19 pandemic.

Name of Hirer / Contractor

Signature of Hirer / Contractor

Date: _____