

## **Lions Youth Haven**

### **COVID-19 Safe Plan**

#### **Description**

LYH provides budget accommodation for group bookings, primarily for school groups visiting Canberra under the PACER program. Westwood Lodge has two distinct accommodation areas with 7 upstairs single rooms with ensuites and 6 downstairs dormitories with shared bathrooms. There is one dining area with an adjoining commercial kitchen.

There is a separate break-out area with a small kitchen and an outdoor BBQ and firepit area.

A separate 3-bedroom residence is also available.

The ACT Government requires that every facility and workplace prepare a COVID-Safe plan before reopening for business.

#### **Communication and notification to group organisers and screening precautions for incoming groups.**

All quests are part of a group booked by a third party. Usually, most guests are school-aged children for which there are safety and privacy expectations. Therefore, group organisers (usually teachers) need to pro-actively work with LYH for the minors in their care. LYH advice to group organisers is:

1. Group organisers are responsible for obtaining a written declaration from everyone in their group that they:
  - a. Are not experiencing cold or flu-like symptoms.
  - b. Do not have a temperature.
  - c. Have not been in contact with anyone confirmed to have COVID-19.
  - d. Have not returned from overseas or designated local government hot-spot in the past 14 days.
2. LYH requires organisers to make it clear to the participants or their custodians, that if they are sick or exhibiting symptoms of illness, they should not attend the camp.
3. Group organisers will monitor the health of the participants.
4. A touchless thermometer will be available to monitor the temperature of the participants at LYH.

All visitors (including tradespeople) are required to report to the LYH Office and record their name and contact details before they can access the complex. All deliveries must come to the LYH Office and delivery personnel are required to record their name and contact details.

## **Record Keeping & logging guests:**

Wherever possible contact information is kept for visitors, patrons (special provisions apply for minors in school groups), contractors, and staff for 28 days after departure. This information includes:

- Full name
- Phone number
- Email
- Date and time of arrival
- Exit time or estimated departure

LYH will confirm that the school is maintaining records of which children have attended via a signed declaration form but will not collect the contact information of children attending as part of a school attendance. LYH will still collect and hold the contact details for all the adults attending with the school children including teachers, aides, and parents, etc. Note: Lions Youth Haven has adopted the Check In CBR app to collect contact details.

LYH will record the names of each guest in room-specific fire registers. Tracing will be possible using both the fire registers and individual details held by LYH and/or the group organiser.

## **Health and Hygiene**

LYH has a cleaning team responsible for effective routine cleaning, with a focus on increased frequency of cleaning of high contact surfaces and communal facilities. A comprehensive COVID-specific cleaning regime has been developed. Prior to the arrival of any new group, and during their stay, LYH will ensure the venue is cleaned following the guidance provided by Safe Work Australia: see attached.

LYH has deployed wall mounted hand sanitisers and towel dispensers throughout the premises. Adequate supplies of soap and towels are available in the bathrooms.

## **Space and social isolation management**

1. Capacity for each indoor space has been clarified and displayed at the point of entry. Capacity is calculated using the 4m<sup>2</sup> rule, up to a maximum of 50 people (ACT COVID-19 Roadmap 3.2). It is the responsibility of both LYH staff and group organisers to ensure group numbers do not exceed signed capacity.
2. The Australian Health Protection Principal Committee (AHPPC) has provided guidance that physical capacity (i.e. 4sqm per person in an enclosed space) is not necessary for school-aged students., however they will maintain physical distancing protocols (1.5m separation).
3. LYH/Westwood Lodge has
  - a. Ensuite single bedrooms
  - b. Shared bathroom single bedrooms

c. Separate Shared bathroom dormitories

Capacity for each room is displayed at the point of entry based on the 2m<sup>2</sup> for adults. For children capacity has been determined by adopting the “Pillow to Pillow”/“top-to-toe” approach to provide 1.5 m distance between children’s heads. See attachment.

4. Once allocated to a bed, guests will only use that bed for the duration of the program/stay at LYH/Westwood Lodge.
5. LYH’s Fire Register will be the record of the person allocated to each bed.
6. At the conclusion of each camp, the sleeping quarters will be cleaned appropriately (refer to health and hygiene above). A minimum of 6 hours will be observed between a group departing and another entering, to allow for cleaning.
7. The dining room mealtimes are staggered and arranged to socially distance guests and ensure appropriate social distancing.

**Food preparation and service:**

The LYH/Westwood Lodge commercial kitchen is approved by the ACT Department of Health. In addition, LYH has adopted the following COVID-related additions:

1. Self-service buffet style service has been removed from LYH/Westwood Lodge. Food will be served by LYH staff/contractors at the kitchen service counters. Guests are otherwise required to remain seated for the duration of their allotted meal session.
2. Tables and chairs are set up to ensure 1.5m separation and 2m<sup>2</sup> per diner, for adults. The Australian Health Protection Principal Committee (AHPPC) has provided guidance that physical capacity (i.e. 2m<sup>2</sup>per person in an enclosed space) is not necessary for school-aged students. Children may exceed the base occupant density requirements, however the 1.5m physical distancing protocol will be maintained.
3. Group supervisors will ensure tables are served sequentially. Service areas are marked with 1.5m distances to encourage separation.
4. Hand sanitizer is available at each food service area.
5. All food will be served by dedicated servers to minimise potential for cross-contamination from shared use of utensils and serving implements. Service staff will wear PPE masks for the duration of the food service time.
6. Participants will bring their own labelled water bottle to camp and all communal cups have been removed and bubblers de-commissioned, leaving only water service taps.
7. All re-usable cutlery and crockery is washed using hot soapy water or the commercial dishwasher. Group organisers may specify single-use cutlery.
8. Condiments are served by the dedicated servers.

9. Cleaning is performed on each food service area and dining space at the conclusion of each meal.

**Transport:**

Transport arrangements are not made by LYH. LYH's obligations commence when groups arrive at the venue. However, we remind guest groups of their social distancing obligations. Adult groups generally arrive in their own transport. Current advice for school groups is physical distancing requirements are exempt for public transport (including buses). Transport operators should ensure that buses and surface touch points are cleaned according to COVID-19 cleaning and disinfection recommendations. Onsite, physical distancing of 1.5m will be followed at pick-ups and drop-offs.

Group organisers will arrange the arrival and departure time of their transport so each bus can be met by LYH staff. ie between 4pm and 6pm. Additional charges apply for buses arriving after 6pm.

**Emergency Management Plan:**

In the event of an emergency (e.g. fire) the normal emergency procedures will be implemented with the use of the posted congregation areas or, if safe to do so LYH staff will direct guests to relocate to the designated outdoor emergency area (carpark). LYH staff will direct guests to socially distance if possible – safely negotiating the immediate emergency will take priority until the emergency is over.

**Guest Isolation and illness (suspected case response):**

The main symptoms of COVID-19 are fever, cough, sore throat and shortness of breath. Less common symptoms are loss of smell, loss of taste, runny nose, muscle pain, joint pain, diarrhoea, nausea, vomiting and loss of appetite. Symptoms can develop between two to 14 days after exposure to the virus. Most commonly, symptoms develop five or six days after exposure.

Where a guest shows symptoms of COVID, or general sickness:

1. LYH will work with the group organiser to transport the guest to the COVID-19 Drive Through testing clinic at Jenke Circuit, Kambah (6 kilometres from LYH). A LYH vehicle will be available if required. LYH staff and group organisers must wear PPE masks throughout this exercise.
2. The ensuite rooms 1 and 7 are the designated isolation rooms. Typically, isolation will last around 4 days for a negative result or 2 days for a positive result.

**Confirmed COVID Case Response:**

Rooms 1 and 7 are the designated quarantine rooms which will be activated as a quarantine area for guests confirmed to have COVID-19. In the event a guest is identified as COVID positive:

1. The ACT Department of Health will report the confirmed case to LYH staff who will follow the direction of authorities.

2. LYH staff will liaise with group coordinators to prepare attendance information to assist ACT Department of Health to support contact tracing.
3. LYH staff will request group coordinators follow the ACT Department of Health instructions regarding the infected guest and the other guests.
4. The cleaning protocol is attached.

**Workplace health and safety for LYH employees:** The following measures and guidelines have been implemented:

1. Workers have undertaken COVID-SAFE training and been instructed in COVID-relevant information required for their workplaces.
2. Staff have been provided with a “Toolbox” of COVID-SAFE practice and signed their understanding and commitment of compliance.
3. Posters have been placed around the workplace on keeping at least 1.5 metres distance between everyone at the workplace.
4. Signs are at building entrances and workspaces to ensure the maximum safe capacity is not exceeded. Office furniture and rosters have been reconfigured to ensure social distancing of employees.
5. Workers have been instructed to advise management and stay home if they are sick, and if they are displaying symptoms of COVID-19 ask them to call the National Coronavirus hotline (1800 020 080).
6. Workers have been instructed to inform management if they are displaying symptoms of COVID-19, have been in close contact with a person who has COVID-19 or have been tested for COVID-19.
7. Workers’ lunchroom has been set up to establish physical distancing. Workers are encouraged to consume lunch outdoors.