

AJAX SKI CLUB COVID SAFE PLAN OVERVIEW 2021

1. Practise physical distancing

Requirements

Where possible within the workplace, aim for workers and visitors to maintain physical distancing of 1.5 metres. This can be done by:



Provision of training to workers on physical distancing expectations while working and socialising. Including

Actions:

- A Covid Marshall will be in reception and on duty in the dining room at meal times.
- Density quotients, which comply to the current Victorian Government requirements, will be displayed in all common areas accessible to both staff, members and non-members; and, in work areas only accessible to staff:
- Signage re physical distancing will be displayed in the lodge.
- Staff, members and non-members will be expected to comply with Density Quotients as displayed.
- Floor markings will be used in the entry, reception and dining room to show physical distancing.
- Members and non-members will be assigned to setting times in the dining room.
- Tables will be arranged with appropriate physical distancing between each group or guest as advised by Victorian Government requirements.
- Deliveries will be contactless with the drivers ringing on arrival and leaving the deliveries for collection.

Staff meetings will emphasize the importance of social distancing and following the current Victorian Government directions in relation to Social Distancing. Staff will be expected to understand the content of the AJAX Ski Club's Covid Safe policy.

2. Wear a face mask

Requirements



Actions:

Members, non-members and staff are required to carry a facemask at all times, unless a legal reason not to wear one applies, and to wear it in accordance with the current Victorian Government Regulations requirements.

Signage re the carrying and wearing of facemasks will be posted throughout the ski lodge.

Facemasks will be provided to all staff.

Staff will receive training on the proper use of face masks and all other PPE at staff meetings.

Training will include:

- Disposal of used items and washing of reusable items.
- Replacement of soiled masks if dirty or wet.

3. Practise good hygiene

Requirements



Actions:

Signage re washing hands, coughing into ones arm and regularly sanitizing hands, will be displayed in all staff areas.

Staff bedrooms and bathrooms to be cleaned and sanitized daily.

Staff equipment to be sanitized after use.

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Kitchen will be thoroughly cleaned after each meal and deep cleaned once per day.

PPE will be available to all staff (masks, gloves and a full PPE kit should it be necessary).

Signage will be posted, throughout the lodge, reminding members and non-members to wash and sanitize their hands regularly.

Hand sanitizer will be located in the entry to all communal areas, on each floor level and in the kitchen.

Soap will be provided in all guest rooms and in staff areas.

POS terminal will be sanitized after each use.

High touch areas:

- Will be cleaned twice daily using appropriate products and detergents, disinfectants and disposable wipes.
- Communal toilets will be cleaned twice daily.
- Cleaning logs will be completed and displayed.

Dining room:

- Buffet stations will be operated in accordance with current Victorian Government requirements.
- Tables will not be pre-set with crockery or cutlery.
- Tables, chairs and all re-useable items will be sanitized between settings.
- Food service will be contactless as far as possible.

Guest bedrooms:

- To be serviced at the end of the stay unless stays are greater than 5 days:
- Linen and towels will be removed by guests, bagged and sent to the laundry for cleaning at the end of their stay. Rooms will then be fully serviced and sanitized before the next guests arrive.
- Guest amenities will be single use only.
- High touch areas will be cleaned and sanitized.

4. Keep records and act quickly if persons become unwell

Requirements and recommendations



Actions:

Staff will be asked to self-assess before commencing work. If unwell they must remain in their room and call the manager no matter how mild the symptoms.

- The Manager will coordinate with the staff member to obtain Covid testing at the Mt Buller Medical Centre. Tel: 5777 6730
- Advice can be obtained from the COVID-19 hotline: Phone 1800 675 398
- Staff will be required to self isolate until the results are back.
- Advise staff that financial support is available whilst awaiting results.

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If the case is confirmed as positive:

- Advise that support is available.
- Inform the RMB.
- Notify Worksafe Victoria 13 23 60
- Notify DHHS: 1800 675 398 and follow their advice.
- The Department of Health is responsible for all contact tracing and the management of any positive COVID-19 case in the resort, which includes provision of transport and quarantine accommodation, if needed.
- DHHS is also responsible for providing advice or direction on the handling of a positive COVID-19 case within the resort.
- Notify close contacts and advise them to get tested.
- Advise future reservations to await advice.
- Do a comprehensive clean – seek advice from DHHS.
- Re open on advice from DHHS when safe to do so and staff are available.

Members and non-members who exhibit signs of Covid-19:

- If staying in the resort for less than seven days are to return home immediately and get tested.
- The RMB is to be advised if they are unable to return home without using resort public transport.

Long-stay members and non-members (greater than 7 nights) who exhibit coronavirus (COVID-19) symptoms:

- Will be tested at the Mt Buller Medical Centre. They will be required to self-isolate in accordance with medical instructions. Tel: 5777 6730
- If confirmed, DHHS will be notified and will take control of the situation. Phone: 1800 675 398

Record keeping

Actions:

All persons who enter AJAX Ski Lodge will check in via the Government QR code regardless of the length of stay.

- QR code will be displayed at all entrances and the Covid Marshall (manager) will ensure compliance.
- A KIOSK will be available for those without mobile phones.

5. Avoid interactions in enclosed spaces

Requirements and recommendations



Actions:

Mt Buller is a cold environment and it is not practical to work outdoors but:

- Windows and doors will be opened when practical
- Extraction fans will operate and help to keep fresh air circulating
- Density quotients will be posted and staff, members and non-members will be expected to adhere to them particularly in small spaces.

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6. Create workforce bubbles

Requirements and recommendations



Actions:

Staff are all single site employees. They will be asked to advise management if they work elsewhere.

If casual staff are employed, a record of their alternate workplace, will be maintained.

The Managers are authorised to ask any person who does not comply with the AJAX Ski Club Covid Safe Plan to leave the lodge.